

12-16-2021

## Tiger Daily: December 16, 2021

Fort Hays State University

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**From:** Tiger Daily  
**Sent:** Thursday, December 16, 2021 10:01 AM  
**To:** Tiger Daily <TigerDaily@fhsu.edu>  
**Subject:** Tiger Daily [December 16, 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!

#### Call For Book Chapters: Implementing Diversity, Equity, Inclusion, and Belonging Management in Organizational Change Initiatives

Scholars and practitioners are invited to contribute to an edited book entitled, *Implementing Diversity, Equity, Inclusion, and Belonging Management in Organizational Change Initiatives*. Published by IGI Global. Researchers and practitioners are encouraged to submit on or before December 26, 2021, a chapter proposal of 1,000 to 2,000 words clearly explaining the mission of the proposed chapter. Be prepared to submit the full chapter with 2 days of proposal submission if submitted by this date. Questions can be directed to Dr. Abeni El-Amin, Assistant Professor, Robbins College of Business and Entrepreneurship, Fort Hays State University, [aelamin@fhsu.edu](mailto:aelamin@fhsu.edu).

<https://www.igi-global.com/publish/call-for-papers/call-details/5513>

The focus of *Implementing Diversity, Equity, Inclusion, and Belonging Management in Organizational Change Initiatives* is to analyze how leaders implement Diversity, Equity, Inclusion, and Belonging (DEIB) organizational change initiatives. The social and political changes of this era have created a climate change and fundamental shift in how businesses view the impact of DEIB in the workplace. Additionally, determined is how leaders make significant, sustainable changes utilizing communication abilities, envisioning, conflict management skills, servant leadership, and innovative DEIB initiatives.

#### United Airfare Discount for December 2021 ~ Fall Commencement

We are pleased to partner with United Airlines for air travel to the FHSU December 2021 Commencement.

- To make flight reservations online please click on discount code ZJZS959019.
- MileagePlus members earn Premier Qualifying Dollars and miles for their travel.
- Dates of travel must occur between December 10 to December 25, 2021.
- Go to [www.united.com/meetingtravel](http://www.united.com/meetingtravel) and enter the above code.

You may also call United Meeting Reservation Desk at (800) 426-1122

- Monday – Friday 7:00 a.m. – 9:00 p.m. Central Time
- Saturday – Sunday 7:00 a.m. – 5:00 p.m. Central Time
- Booking fees are waived for Meeting reservations. International customers may contact their local United Reservation Desk.

Questions, please contact Teresa L. Clouch at [tlclouch@fhsu.edu](mailto:tlclouch@fhsu.edu).

### **FHSU Student Massage Clinics**

Welcome to the Fall semester for the FHSU Massage Therapy Program. Our student massage clinics will begin October 9<sup>th</sup>. Clinic will be held on campus this semester.

**Location: Memorial Union, lower level**

We **ONLY** accept cash or check. **\$30.00** for a 1 hour session.

Click the link below to book your appointment:

<https://www.fhsu.edu/hhp/Massage-Therapy/Book-an-Appointment/index>

Hope to see everyone soon!!

### **Yoga and Mindfulness – New Location!**

**Yoga on the Lawn**, now **Yoga and Mindfulness**, hosted by Health and Wellness Services (formerly the Kelly Center) and the Tiger Fitness Center (formerly the Wellness Center) will now be held indoors.

Please join us for a restorative yoga session **in the Dance Room in Cunningham Hall** each Tuesday evening from 5:30-6:30pm. You may bring your own yoga mat or we'll have some for you to use. A free FHSU yoga mat or \$5 Starbucks gift card will be available to attendees who complete our survey!

### **University Photo December Open 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 December 20 & 21.

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

Where: Hammond Hall 114

When: <https://forms.gle/Nna8mA6fiMWGd2zDA>

Questions? Please email Trever Rohn.

## **Holiday Volunteer Opportunities with the Downtown Hays Development Corporation**

Downtown Hays Development Corporation (DHDC) has reached out needing volunteers! Below are all of the positions and timeframes. Please reach out to Allie Glidewell at [allie@downtownhays.com](mailto:allie@downtownhays.com) or 785-621-4171.

### **Frostfest Flicks on the Bricks:**

Event Description: Frostfest Flicks on the Bricks is a new holiday event that will hopefully become a tradition! Join us at The Fox Theatre for TWO holiday movies, photos with Santa, and more! All events are FREE to attend but free-will donations will be accepted to support Downtown Hays.

Times: 12:30-10:30pm.

Number of Volunteers: Ideally, a minimum of two volunteers are on-site at all times. This event is a great option for younger volunteers.

Volunteer Duties: The position could include ushering, greeting guests, making popcorn, serving and charging for snacks, cleaning up, and generally ensuring a pleasant experience for the community.

### **Illuminated Frostfest Parade**

Event Description: Frostfest is a season of magic in Downtown Hays that culminates with the Annual Frostfest Illuminated Parade. Dozens of lighted floats will roll down Main Street beginning at 6:00pm or as soon as it's dark.

Time: 5:00-7:00pm.

Number of Volunteers: 10+ volunteers would be fantastic. Each volunteer needs to be at least 15 years old.

Volunteer Duties: Minimum 6 volunteers for guiding traffic, 2 to assist with float registration and check-in, and 2 to gather the signage at the parade's end.

### **Full Schedule for Saturday, December 18, 2021**

12:30pm | Doors Open at the Fox Theatre

1:00pm | Showing of the 2000 version of "The Grinch"

3:00-4:30pm | Photos with the Grinch and Cindy Lou Who (played by the Hays Community Theatre)

5:00pm | Downtown Dollar Giveaway at the Fox Theatre

6:00pm | Frostfest Parade

7:30pm | Showing of "The Polar Express" and photos with Santa and Mrs. Claus

9:30pm | Clean up

## **"Enormous" Now on Display in Moss-Thorns**

Please come see the the MFA Thesis Exhibition in Sculpture for Suat (Wendy) Tan at the Moss-Thorns Gallery of Art & Patricia A. Schmidt Gallery Lobby. This exhibition will run from Nov. 29 – Dec. 17 following our regular gallery hours of 9-4pm M-F.

## **Year-End Gifts!**

2021 is almost complete and people are making year end gifts to the University. Should your office receive a gift during these last weeks of December (especially since the University will be closed between Christmas and New Year) I ask that you send copies of all correspondence, along with the envelope the gift was mailed in, to the Foundation office for processing.

**IT IS MOST IMPORTANT TO KEEP THE ENVELOPE BECAUSE THE POSTMARK DATE DETERMINES THE DATE OF THE GIFT.**

If you currently have any donations, please send them to the Foundation as soon as possible. Please contact Teresa Hammerschmidt at 628-5624 for additional information. Thank You!

*-Teresa Hammerschmidt*

**Campus Directory Spring 2022 – Updates Needed**

As promised, our Directory workgroup would like to provide the most up-to date information. We are needing your updates for the Spring 2022 semester.

**Action items:** Review all 3 areas of the Fall 2022 Paper Directory or PDF version – 1) Office Listings 2) Faculty & Staff Listings 3) Departmental Listings

**If you have ANY updates or changes to these sections, please email the information to [directory@fhsu.edu](mailto:directory@fhsu.edu). **DEADLINE is Friday January 21, 2022.**** We will create a NEW PDF version that users may download and print for their use.

More user-friendly updates have been made to our [online directory](#); this university webpage is now maintained by TigerTech. Please view the additional tabs of information and email all corrections to [directory@fhsu.edu](mailto:directory@fhsu.edu).

**Forsyth Library Hours Through December 2021**

Library hours will be adjusted for Finals Week and the upcoming Winter Break.

<b>Date</b>	<b>Building Hours</b>	<b>Ask A Librarian Research Help</b>
<b>Sat 12/11</b>	10am-5pm	10am-5pm
<b>Sun 12/12</b>	noon-midnight	noon-9pm
<b>Mon 12/13 – Wed 12/15</b>	7:30am-midnight	8am-9pm
<b>Thurs 12/16</b>	7:30am-7:30pm	8am-7:30pm
<b>Fri 12/17</b>	7:30am-4:30pm	8am-4:30pm
<b>Sat 12/18 – Sun 12/19</b>	Closed	Closed

Beginning Monday, December 20<sup>th</sup>, Forsyth Library will follow the university schedule: Monday-Friday 8am-4:30pm, closing at the end of business on Thursday, December 23<sup>rd</sup>.

For current hours and other library services, visit <https://fhsu.edu/library>.

**Spring Break Service Trip Opportunity**

During Spring Break, Tigers in Service is hosting an Alternative Spring Break Service Trip! From March 13-17<sup>th</sup>, we will be in Springfield, MO to partner up with Convoy of Hope and their Field Team crew. We will be doing a variety of services such as some light construction/community-connected work in nearby communities. To support costs for Convoy of Hope, there is a modest deposit fee for each individual. Please contact Quinn Munk at [qnmunk@mail.fhsu.edu](mailto:qnmunk@mail.fhsu.edu) for more information regarding finances and trip details. Deadline to sign up is February 13, 2022.

## Chartwells Catering Notice

All catering orders must be placed 7 days prior to the event to ensure proper ordering, distribution and staffing. Please contact the catering office at (785) 628-5396 or email [lauren.schilleci@compass-usa.com](mailto:lauren.schilleci@compass-usa.com) for any late requests. Subject to late fee.

Due to distribution limitations, certain items may be out of stock or delayed and may be substituted at the approval of the client.

## Graduation Kudoboard Now Available

FHSU is once again offering an opportunity for members of the campus community to share their thoughts and best wishes with our graduating students. The Kudoboard is an online bulletin board you can use to post messages and images to our Summer/Fall 2021 graduates.

<https://fhsutigers.kudoboard.com/boards/hu5cJ7PZ/congrats-fhsutigers-f21>

## REMINDER: Increased Traffic and Visitors during Commencement Ceremonies

There will be additional guests and traffic on-campus during the Fall 2021 Commencement Ceremonies scheduled for Friday, December 17. The first ceremony begins at 8:30 am (CT) and the second ceremony start at 11 am (CT). Please plan for impact to parking and traffic on Friday. For more information about [Commencement](#), please check out the website.

Thank you for your patience as we welcome visitors to our campus joining us in celebrating our graduates. Go, Tigers!

*-University Commencement Committee*

## Free Basketball Tickets for FHSU Faculty/Staff

The Tiger basketball teams take on Central Oklahoma this Friday starting at 5:30 pm and Newman University this Sunday starting at 2:00 pm at home in Gross Memorial Coliseum. Friday is FHSU Faculty/Staff Appreciation, and you get (2) FREE tickets to the game! Please stop by the Athletic Department located in Cunningham Hall 138 to get your tickets before Friday at 12:00 pm. Sunday is retro day in the Coliseum, so bust out your retro FHSU gear and come cheer on the Tigers!

## Final Grades Due 12-20-2021

**Fall 2021 final grade entry is due Monday, December 20, 2021 by Noon.** All final grades must now be entered online through the Workday system. Access the Final Grade Entry job aid here: <https://fhsu.edu/workday/student-records>. Please find the **Assign Student Final Grades** directions in the middle of Page 2 of the PDF.

For any questions regarding Final grade entry, please contact Tammy Winters in the Registrar's Office at [twinters@fhsu.edu](mailto:twinters@fhsu.edu), or 785-628-4427.

## Collecting Donations for Wildfire Victims and First Responders

The Tiger Fitness Center (Cunningham Hall RM 132) will be collecting donations for the victims and first responders of the wildfires in Kansas on 12/15.

We are looking for donations of, which have been requested by those impacted:

- Gatorade
- Granola Bars
- Beef Jerky
- Protein Bars

We will be collecting donations until 12/22.

If you have questions please reach out to [fitness@fhsu.edu](mailto:fitness@fhsu.edu).

## EVENTS

### Kansas Wetlands Education Center to Host Drop-in STEM

Wednesday, December 22<sup>nd</sup>; 1:00pm - 4:30pm

Kansas Wetlands Education Center

Enjoy the afternoon immersed in all things Science, Technology, Engineering, and Math with a Christmas twist. How does santa fit down a chimney or how can his bag hold presents for all the good boys and girls? Make a clay Christmas tree light up bright. Can you engineer a better sleigh? How do frogs survive the winter? (this question will be answered by making a tasty treat!)

Drop-in STEM activities are free, family friendly, and come-and-go hands-on activities. No registration is required, for more information call the KWEC at 1-877-243-9268.

## EMPLOYMENT OPPORTUNITIES

### Adjunct Instructors in the Department of Communication Studies

#### Position Description:

Seeking adjunct instructors (Non-Benefits eligible) for face to face instruction on the Fort Hays State University main campus, Hays, KS, who are available to teach communication courses on a variety of days and times. Opportunities to teach online may also be available to successful candidates.

#### Minimum Qualifications:

Successful applicants must hold an earned master's degree from an accredited institution and have a minimum of 18 graduate hours in the field of Communication. Must have college level teaching experience.

#### Preferred Qualifications:

Master's or higher degree in the field of Communication. Two or more years of recent college level teaching experience. Experience teaching Public Speaking type courses and one or more of the following courses is a plus:

- Introduction to Motion Pictures
- Media and Society
- Introduction to Organizational Communication
- Intro. to Public Relations and Advertising
- Strategic Writing and Ethics
- Visual and Creative Design
- Communication Theory
- Communication Research Methods
- Intercultural Communication
- Interpersonal Communication



- Nonverbal Communication
- Listening
- Conflict Management through Communication
- Communication and Gender

**Rank:**

Adjunct Instructor (Non-Benefits Eligible)

**Appointment Date:**

Spring and/or Fall 2022

**Application Deadline:**

Review of applications will begin immediately and continue as positions need to be filled.

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

### **Fiscal and Business Specialist – Early College Programs (KAMS/AMS)**

**Position Description:**

The Fiscal and Business Specialist performs fiscal and budget support work to assist with the administration of financial and business transactions within the Kansas Academy of Mathematics and Science (KAMS) department. Performs business process transactions, budget monitoring, regular reporting, and account reconciliation tasks appropriate to the unit. Reconciles, adjusts, and monitors fiscal transactions to control the budget and report accurate accounting transactions to the appropriate central accounting function.

**Minimum Qualifications:**

This position requires a bachelor's degree in Accounting, Finance, Business Management, or a related field. Minimum of two years accounting or financial experience.

**Preferred Qualifications:**

- Experience working in a university setting
- Highly proficient with Microsoft Office as evidenced by application materials
- Strong analytical, problem-solving, and decision-making skills
- Proven customer service skills
- Experience with Workday
- Excellent written communication skills

**Appointment Date:**

January 2022

**Priority Deadline:**

December 17, 2021

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

### **Adjunct Instructors for the School Psychology Program in the Department of Psychology**

**Position Description:**

Seeking adjunct instructors (Non-Benefits eligible) who are available to teach online courses for the

School Psychology program in the Department of Psychology at Fort Hays State University. This can be a remote/online position. Courses include the following: Methods in School Psychology, Assessment, Counseling, Consultation in Schools, Professional Ethics, Experimental Methods, Practicum, Internship, and Professional Portfolio.

FHSU and the Department of Psychology is committed to building an environment that is inclusive and representative of our students and state, so we encourage people from underrepresented groups to apply.

**Minimum Qualifications:**

- An Ed.S. degree with an emphasis in School Psychology
- Licensed in Kansas or home state as a School Psychologist, or have the credential of NCSP

**Preferred Qualifications:**

- Ph.D. or Ed.D. in School Psychology or related field
- Experience teaching online classes
- Relevant experience as a school psychologist in a school or community setting
- Strong verbal and written communication skills

**Rank:**

Adjunct Instructor (Non-Benefits Eligible)

**Appointment Date:**

Spring and/or Fall 2022

**Application Deadline:**

Review of applications will begin immediately and continue as positions need to be filled.

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

## **Information Security Officer – Technology Services**

**Position Description:**

The Information Security Officer position is a full time, 12-month permanent staff position location in the Department of Technology Services at Fort Hays State University. This is an on-campus position, reporting to the Assistant Vice President for Technology Services and Chief Information Officer. Normal work hours are from 8:00 AM to 4:30 PM Monday – Friday. Occasionally, the job duties of this position will require work to be done outside of these normal hours. Successful applicant will work well independently or within a team setting and own the projects being assigned, while demonstrating strong skills in problem solving, resourcefulness, and risk assessment. The applicant will need to be able to communicate clearly, concisely, and accurately to FHSU faculty, staff, and students.

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

## **Systems Administrator – Technology Services**

**Position Description:**

The Systems Administrator position is a full time, 12-month, permanent staff position located in the Department of Technology Services at Fort Hays State University. This is an on-campus position, reporting to the Manager of Server Operations in the Department of Technology Services. Normal work hours are from 8:00 AM to 4:30 PM Monday – Friday, and Summer hours are from 7:30 AM to 5:00PM

Monday – Thursday, and 7:30AM to 11:30AM on Friday. Occasionally, the job duties will require work to be outside of those normal hours.

Successful applicant will work well independently or within a team setting and own the projects being assigned, while demonstrating strong skills in problem solving, resourcefulness, and risk assessment. The applicant will need to be able to communicate clearly, concisely, and accurately to FHSU faculty, staff, and students.

**Duties and Responsibilities:**

Some of the primary duties and responsibilities of this role include but are not limited to:

- Manage and maintain FHSU’s physical and virtual server infrastructure, primarily focusing on Windows Server. This includes installation, management, documentation, preventative maintenance, troubleshooting, system and security updates, etc.
- Administer our on-premise Microsoft infrastructure products (AD DS, AD FS, DNS, Group Policy, etc.)
- Administer our M365 tenant, particularly focusing on Exchange Online administration, user management, and licensing
- Monitor, maintain, and regularly test backups - including system, file, and database backups

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>

**Applications Developer II- Technology Services**

**Position Description:**

The Applications Developer II performs complex analysis, design, development, testing, and debugging of software ranging from operating system architecture integration and software design to assisting in the transition from a legacy database system to a university-wide cloud-based academic resource management system. Designs, codes, tests, deploys, and documents critical and complex application programs for computer systems. Establishes project standards and processes. Successful applicant will work well independently or within a team setting and own the projects being assigned, while

demonstrating strong skills in object oriented design, patterns and programming. The applicant will need to be able to communicate clearly, concisely and accurately to FHSU faculty, staff, and students.

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

## **Assistant Director, Foster Grandparents & Senior Companions**

### **Make an impact:**

Work with AmeriCorps Seniors volunteers, serving with the Fort Hays State University, Foster Grandparent and Senior Companion Programs, who are dedicated to enriching the lives of students in schools and/or elders in the communities they serve. The Assistant Director will work to connect individuals and organizations to grow partnerships, recruit new volunteers and provide resources and leadership to current volunteers.

### **Position Description:**

The FGP/SCP Assistant Director implements the daily operations for the federally funded grant programs administered by this community-based program. This position assists in developing and implementing plans and goals for the Programs and ensures compliance with grant regulations and internal policies. The Assistant Director is responsible for the daily oversight of volunteer activities and is actively involved in the recruitment and retention of volunteers and volunteer stations.

### **Minimum Qualifications:**

This position requires a bachelor's degree.

### **Preferred Qualifications:**

- Outstanding communication and public speaking skills
- Ability to foster interaction between diverse groups of people, such as older adults, teachers, principals, children, community leaders, volunteers, and university faculty and staff
- Ability to supervise program volunteers
- Excellent office management skills

### **Appointment Date:**

January 2022

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

## **Administrative Specialist - FHSU Online**

### **Position Description:**

The position involves specialized administrative responsibilities and provides assistance to the Director of FHSU Online and the staff of FHSU Online. Duties include acting as a liaison, office management, customer service, student supervision, and day-to-day operational duties. A successful candidate must have the ability to work independently or in teams, possess excellent interpersonal skills, and be highly detailed and organized. A position at this level is expected to demonstrate a high level of professionalism and maintain security and confidentiality of office documents, records, and information.

### **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
- Experience working in a higher education setting
- Outstanding written communication skills
- Two or more years of professional experience in an office setting
- Experience with scheduling and meeting management
- Proficiency with the Microsoft Office Suite
- Experience related to expense reimbursement and employee travel
- Workday experience
- Supervisory experience

**Appointment Date:**

The start date will be determined after acceptance of an offer and successful completion of a background check.

**Application Deadline:**

Review of applications will begin immediately and continue until the position is filled.

**Salary:**

\$15.06 per hour, plus benefits

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

**Custodian – Academic Buildings****Position Description:**

Custodian, Fort Hays State University, Academic Buildings, full-time position. Regular Hours: Monday-Thursday, 2:00 PM to 10:30 PM, Friday, 12:00 PM to 8:30 PM, 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)

**Appointment Date:**

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

**Application Deadline:**

Applications will be accepted until the position is filled.

**Salary:**

\$12.02 per hour, plus \$.30 shift differential

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

**Maintenance and Repair Technician – Gross Coliseum**

**Position Description:**

Full-time Maintenance and Repair Technician position working at Gross Coliseum, Cunningham Hall, and the Lewis Field Facility. Regular hours are Monday – Friday from 6:00am to 2:30pm, with occasional weekend hours required.

This position manages the maintenance and upkeep needs of buildings, equipment, and other university property. Maintains custodial and electrical equipment. Assists with the set up and maintenance of facilities in order to host events and educational activities. A successful candidate should have the ability to multitask in a fast-paced environment.

**Minimum Qualifications:**

This position requires a High School Diploma or equivalent. Must have one year of related experience.

**Preferred Qualifications:**

- Knowledge of tools, materials, and methods used in general maintenance and repair work
- Experience in the operation and maintenance of custodial equipment
- Custodial experience
- Experience with power equipment/scissor lift
- Ability to organize and prioritize work

**Application Deadline:**

Review of the applications will begin immediately and continue until the position is filled.

**Salary:**

\$13.09 per hour

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

**SHARE WITH STUDENTS****Student Employment Opportunities – Criminal Justice Department**

The Department of Criminal Justice is hiring for two student worker positions. One position is available now but requires the student to qualify for work-study. The other position will begin in the Spring 2022 semester and is a non work-study position. Job duties include, but are not limited to, answering the phone, scheduling campus visits, distributing mail, making copies, and any other duties as assigned by supervisor and faculty. Prefer someone who is available to work Fridays. Office hours are Monday through Friday 8:00 AM – 4:30 PM. To apply, please contact Melissa Mayers at 785-628-4639.

**Student Employment Opportunities – Student Information Processing**

Do you know a student who would want to be part of a fun & energetic team? The Admissions Office is looking to fill work study Student Information Processing positions.

**Position Duties & Responsibilities:**

Escort students to departmental visits (academic, athletic, etc.). Duties include word processing, typing, filing, answering phone, and other office duties.

**Skills Required:**

Above average communication skills, word processing, typing, filing, people person who is dependable and punctual. Strong attention to detail. Good phone etiquette and ability to multi-task. Be able to work in

a fast-paced, busy office environment. Successful candidate will have consented to and successfully completed a criminal background and/or FHSU check.

To apply, please send a cover letter, resume, and references to [bmwerth@fhsu.edu](mailto:bmwerth@fhsu.edu)

## **Student Employment Opportunities – Writing Center**

The Writing Center is looking for one or two new Writing Center consultants for the spring semester.

What makes you a good candidate? An interest in writing and in further developing your own writing skills, an interest in helping others with writing and academic success, curiosity about writing styles and genres in other disciplines, and a good set of ears (listening is a key part of our work). You must have completed ENG 101 and 102 with a B or better, but you do not have to have taken those classes at FHSU.

What makes the Writing Center a great place to work? A chance to meet students from across campus, meaningful work, a great community of fellow Writing Center consultants, demonstration of your writing and teaching skills on your resume, and flexible scheduling around your classes and university breaks.

We are able to hire both workstudy-eligible and non-workstudy students, although the listing specifies workstudy. To apply, follow the steps on this page to find our listing in Workday: <https://www.fhsu.edu/finaid/student-employment/index> . You can search for job listing R-02647.

If you have questions (or have applied and want to send me your writing samples as requested), please email me (Dr. Bartlett) at [labartlett@fhsu.edu](mailto:labartlett@fhsu.edu).

## **Student Employment Opportunities – Memorial Union**

The Memorial Union is currently taking applications for student building manager and custodial/setup positions. We are primarily looking to fill evening and weekend hours.

To apply, please login to your Workday account, search “student jobs” and click on “find student jobs”. Apply by clicking the Memorial Union Student Building Manager OR Student Custodial/Setup link.

## **Peer Counseling Program to Launch at FHSU in Spring 2022**

Just need someone to talk to?

FHSU Health and Wellness Services and the FHSU Psychology Department are excited to launch the university’s first Peer Counseling Program in Spring of 2022. The program, called, “Lean on Me: Peer Counseling” will serve as a “listening service” in which FHSU students can sit down and talk with upper-level psychology undergraduate students who have received specific training within their department and in the utilization of Health and Wellness Services resources. This program will be offered free of charge to all on-campus FHSU students. Our peer counselors will be ready to help you navigate life stressors, work on time management, and promote overall wellness during your college years.

Be on the lookout for more information about the launch of this program at the beginning of the Spring semester! Questions? Feel free to contact [sespurlock@fhsu.edu](mailto:sespurlock@fhsu.edu)

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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.