

6-22-2022

## Tiger Daily: June 22, 2022

Fort Hays State University

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**From:** Tiger Daily <TigerDaily@fhsu.edu>  
**Sent:** Wednesday, June 22, 2022 8:39 AM  
**To:** All FHSU Outlook Users <Allusers@fhsu.edu>  
**Subject:** FW: TigerDaily calendar for Wednesday, June 22, 2022

**CAUTION:** This email originated from outside of Fort Hays State University. Do not click on links or open attachments unless you recognize the sender and know the content is safe.



➔ For an enhanced experience and to view Upcoming Events, [view the online version of Tiger Daily.](#)

**WEDNESDAY, JUNE 22, 2022**

**SCIENCE & MATHEMATICS EDUCATION INSTITUTE FREE SUMMER ACTIVITIES AND MAKERVAN**

SCIENCE & MATHEMATICS EDUCATION INSTITUTE FREE SUMMER ACTIVITIES AND MAKERVAN  
Tuesday, June 21 — Thursday, June 23, 2022  
9:00 AM -- 10:30 AM

Location: OUTSIDE Forsyth Library FHSU, 502 S Campus Drive, Hays, KS 67601  
\_\_\_\_\_ Come and Go event \_\_\_\_\_

Can attend any or all activities. No registration needed. All ages welcome and children under 10 years must be accompanied by an adult at all times.

**\*\*HIGH ALTITUDE BALLOON LAUNCH ON THURSDAY!\*\***

TUESDAY, JUNE 21 9:00—10:30 AM  
STOMP ROCKETS, GALAXY BOTTLES, PENNY BOATS

WEDNESDAY, JUNE 22 9:00—10:30 AM  
LAVA LAMPS, SWIMMING FISH, WHIRL WINDS

THURSDAY, JUNE 23 9:00—10:30 AM  
CARTESIAN DIVER BOTTLES, CATAPULTS, BALLOON TRICK

For questions please contact: Paul Adams at [padams@fhsu.edu](mailto:padams@fhsu.edu) or 785-628-5344

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Sponsored by Science and Mathematics Education Institute

Free and open to public

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## **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!

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## **University Photo Studio Sign-Up**

University 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 26 & 27.

Please sign up for your photo through the form below:

Where: Hammond Hall 114

When: [forms.gle...](#)

Questions? Please email Trever Rohn ([tdrohn@fhsu.edu](mailto:tdrohn@fhsu.edu))

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## **United Airlines Discount For FHSU Commencement Ceremonies**

We are pleased to partner with United Airlines for air travel to the FHSU Commencement ceremony in December 2022.

- To make flight reservations online please click on discount code ZKUB927626
- MileagePlus members earn Premier Qualifying Dollars and miles for their travel.
- Dates of travel must occur from December 13, 2022 to December 20, 2022. Use the discount code ZKUB.

You may also call the 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.

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## **Administrative Specialist – Communication Sciences and Disorders**

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# Job Description

The administrative specialist performs various customer service, clerical and administrative duties according to established policies and procedures. This position is the first point of contact for the Communication Sciences and Disorders Department and the Herndon Speech-Language-Hearing Clinic. This position will assist with all billing and insurance functions of the Herndon Clinic within the department. The candidate should possess strong communication skills, and have the ability to work in a fast paced, high activity area while maintaining a flexible and positive student and client-centered environment. A successful candidate will have the ability to work proficiently in a team environment, work independently, and be well-organized with attention to detail.

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

**Preferred Qualifications:**

- ~ Associate degree or higher
- ~ More than two years of office experience
- ~ Outstanding customer service skills
- ~ Strong written communication skills
- ~ Experience in supervision, especially in working with student employees
- ~ Demonstrated ability to use and be proficient with Quickbooks and Microsoft Office suite (Outlook, Word, Excel, Access, PowerPoint)
- ~ Experience with medical billing/claims

**Appointment Date:** Start date will be determined after acceptance of an offer and background check clearance.

**Priority Application Date:** June 21, 2022. Review of applications will begin immediately and continue until the position is filled.

To view the full description and to apply:

For current FHSU employees – Please use the “Careers” app in Workday.

For Non-FHSU employees – Please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

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## **Administrative Assistant – Student Residential Life**

**Position Description:** This is a permanent, full-time, position in the Residential Life Department. The administrative assistant is responsible for various customer service, clerical, and administrative duties and serves as Residential Life’s initial point of contact for students, parents, faculty and staff, whether it be face-to-face, by email or by telephone. A successful candidate needs to be professional, well-organized, skilled in attention to detail, possess strong communication skills and have the ability to work independently. The capacity to work in a fast paced, high activity area while maintaining a flexible and positive student-centered attitude is essential. This position is responsible for opening and closing the office on a daily basis as well as ensuring overall office coverage during business hours, being prompt and reliable will be critical components to success.

**Minimum Qualifications:** High School diploma or GED equivalency and six months experience in general office, clerical or administrative support work.

**Preferred Qualifications:**

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Two or more years of college or Associate's Degree  
One or more years of experience working in higher education or general office administrative support  
Demonstrated customer service skills  
Familiarity with billing, invoicing, or accounts payable processes  
Strong written communication skills as shown by the applicant's submitted material  
Proficient with Microsoft Office suite (Outlook, Word, Excel, Access, PowerPoint)  
Familiarity with FHSU systems and processes or experience working on campus

**Application Deadline:** Priority deadline is June 14, 2022. Screening of complete applications will begin immediately and will continue until the position is filled.

To view the full description and to apply:

For current FHSU employees – Please use the “Careers” app in Workday.

For Non-FHSU employees – Please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

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## **Administrative Specialist – Communication Sciences and Disorders**

### **Job Description**

The administrative specialist performs various customer service, clerical and administrative duties according to established policies and procedures. This position is the first point of contact for the Communication Sciences and Disorders Department and the Herndon Speech-Language-Hearing Clinic. This position will assist with all billing and insurance functions of the Herndon Clinic within the department. The candidate should possess strong communication skills, and have the ability to work in a fast paced, high activity area while maintaining a flexible and positive student and client-centered environment. A successful candidate will have the ability to work proficiently in a team environment, work independently, and be well-organized with attention to detail.

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

**Preferred Qualifications:**

- ~ Associate degree or higher
- ~ More than two years of office experience
- ~ Outstanding customer service skills
- ~ Strong written communication skills
- ~ Experience in supervision, especially in working with student employees
- ~ Demonstrated ability to use and be proficient with Quickbooks and Microsoft Office suite (Outlook, Word, Excel, Access, PowerPoint)
- ~ Experience with medical billing/claims

**Appointment Date:** Start date will be determined after acceptance of an offer and background check clearance.

**Priority Application Date:** June 21, 2022. Review of applications will begin immediately and continue until the position is filled.

To view the full description and to apply:

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For current FHSU employees – Please use the “Careers” app in Workday.

For Non-FHSU employees – Please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

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## **Systems Administrator, Department of Technology Services**

### **JOB DESCRIPTION:**

The Systems Administrator position is a full time, 12-month, permanent staff position in the Department of Technology Services at Fort Hays State University. The position reports 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.

### **Working remotely is a possibility for the right candidate.**

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

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited institution. In lieu of a Bachelor's degree, a candidate may possess an Associate's degree, along with a combination of technology training or industry certifications, and related experience on a year for year basis.

At least 2 years combined experience in the following technologies:

Installation, configuration, administration, and supporting Windows Server, Active Directory, and Group Policy Management

Managing and supporting Microsoft Exchange and/or Office 365 environments

Knowledge and experience implementing and operating VMware environments, specifically vSphere 6.5 or above

### **PREFERRED QUALIFICATIONS:**

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Excellent communication skills, both written and oral

Familiar with a range of server operating systems such as Windows Server and Linux

Basic networking (TCP/IP) skills

Experience operating in an enterprise environment and navigating requirements such as PCI, HIPAA, and FERPA

Scripting experience, particularly PowerShell, or experience automating tasks and procedures

**APPOINTMENT DATE:** July 2022

**APPLICATION DEADLINE:** Position will remain open until filled

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## Workday ERP Development Support – Technology Services **Job Description**

The Workday ERP Development Support position performs complex analysis, design, development, testing, and debugging of reports and integrations for university-wide cloud-based academic resource management system. Designs, tests, develops, and documents critical and complex application programs for University's ERP. 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.

**MINIMUM QUALIFICATIONS:**

- ~ Bachelor's Degree in Computer Science or Related Field
- ~ Experience with Object Oriented Programming, such as ASP.NET, C#, Java, JQuery, JavaScript, PHP, SQL, MySQL, and/or Visual Studio.

**PREFERRED QUALIFICATIONS:**

- ~ Experience with XML and XSLT.
- ~ Knowledge of reporting tools, such as BIRT

Experience working with cloud-based ERP systems

**APPLICATION DEADLINE:**

Priority Deadline is June 27, 2022. Review of applications will begin after the priority deadline and continue until filled.

To view the full description and to apply:

For current FHSU employees – Please use the “Careers” app in Workday.

For Non-FHSU employees – Please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

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## **"Inhumane" MFA Thesis Exhibition by Jordan Brown**

"Inhumane" MFA Thesis Exhibition by Jordan Brown will be on display from June 20th - July 8th. Please come into the Moss-Thorns Gallery of Art & Patricia A. Schmidt Gallery Lobby to enjoy the amazing works created by Jordan!

Gallery Hours are from 10-2pm M-F.

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## **Student Academic Tutor Job Opportunity**

The Retention and Student Success Department is searching for students to assist with tutoring on-campus FHSU and NCKTC (Hays) students with FHSU CORE (general education) program courses.

### Job Description

Please encourage students you may know who are qualified to apply!

Questions? Reach out to Retention and Student Success at [success@fhsu.edu](mailto:success@fhsu.edu) or 785-628-4260

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## **University Police Lieutenant**

**Position Description:** This is commissioned law enforcement work in providing police protection for a regent's institution. Work involves enforcement of municipal ordinances, county resolutions and state statutes. Enforcement of rules, regulations and policies of the University and the Board of Regents. The University Police Lieutenant is considered an administrative supervisor and has latitude in the performance of assignments, adherence of department policies, directives and general orders as approved by the Director of Police. The Lieutenant, in conjunction with the Sergeant, is held accountable for the operations of all patrol shifts and the proper direction and supervision of 1 Commissioned Police Sergeant, 6 Commissioned University Police Officers, 1 Security Officer and various car parkers in the performance of their duties and expectations. This position performs duties in accordance with department rules and regulations, state personnel regulations, state laws, law enforcement code of ethics, General Orders, directives from the Director of Police, the U.S. Constitution and Bill of Rights, and general principles of police work. Monitors staff for compliance to the same standards. This position may be required to work special or emergency assignments with little or no notice. This position is salaried and exempt and not subject to overtime. The position requires initial and continual certification as set forth and defined by the Kansas commission on peace officers' standards and training. Refer to responsibilities for detailed duties associated with the position.

**Minimum Qualifications:** Current certified Police Officer 21 years of age, a U.S. Citizen; have been fingerprinted and a search of local, state and national fingerprint files made to determine whether the applicant has a criminal record; not have been convicted of a crime that would constitute a felony under the laws of this state, a misdemeanor crime of domestic violence or a misdemeanor offense that the commission determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations of the Kansas commission on peace officers' standards and training; have graduated from a high school accredited by the Kansas state board of education or the appropriate accrediting agency of another state jurisdiction or have obtained the equivalent of a high school education as defined by rules and regulations of the commission; be of good moral character sufficient to warrant the public trust in the applicant as a police officer or law enforcement officer; have completed an assessment, including psychological testing approved by the commission, to determine that the applicant does not have a mental or personality disorder that would adversely affect the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment be free of any physical or mental condition which adversely affects the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment and obtain initial and continual certification as set forth and defined by the Kansas commission on peace officers' standards and training. At time of appointment, candidate must have passed a standardized written test, polygraph examination, background investigation, physical, psychological and a drug screening testing.

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**Preferred Qualifications:** Current certified Police officer with Bachelor or Master's degree. Supervisory experience is also preferred.

**Rank:** UPD Police Lieutenant

**Application Deadline:** Open until position filled.

**To view the full description and to apply:**

For current FHSU employees – Please use the “Careers” app in Workday.

For Non-FHSU employees – Please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

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## **University Police Officer**

### **JOB DESCRIPTION:**

This is commissioned law enforcement work in providing police protection for a regent's institution. Work involves enforcement of municipal ordinances, county resolutions and state statutes. Enforcement of rules, regulations and policies of the University and the Board of Regents. Patrols an assigned area, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports. The position requires initial and continual certification as set forth and defined by the Kansas commission on peace officers' standards and training.

### **MINIMUM QUALIFICATIONS:**

Qualified candidates must be 21 years of age, a U.S. Citizen; have been fingerprinted and a search of local, state and national fingerprint files made to determine whether the applicant has a criminal record; not have been convicted of a crime that would constitute a felony under the laws of this state, a misdemeanor crime of domestic violence or a misdemeanor offense that the commission determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations of the Kansas commission on peace officers' standards and training; have graduated from a high school accredited by the Kansas state board of education or the appropriate accrediting agency of another state jurisdiction or have obtained the equivalent of a high school education as defined by rules and regulations of the commission; be of good moral character sufficient to warrant the public trust in the applicant as a police officer or law enforcement officer; have completed an assessment, including psychological testing approved by the commission, to determine that the applicant does not have a mental or personality disorder that would adversely affect the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment be free of any physical or mental condition which adversely affects the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment and obtain initial and continual certification as set forth and defined by the Kansas commission on peace officers' standards and training. At time of appointment, candidate must have passed a standardized written test, polygraph examination, background investigation, physical and a drug screening testing.

### **PREFERRED QUALIFICATIONS:**

Graduate of Kansas Law Enforcement Training Center or other state agency that meets the same standard. A college degree is preferred, but not required.

**SALARY:** Hourly rate \$19.25

**To view the full description and to apply:**

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