

**In This Issue**Webmail users [click here](#)**Official News**

- [The Use of Signature Stamps](#)

**General Announcements**

- [First-generation faculty/staff wanted as resource people](#)
- [Job Posting](#)
- [July Years of Service Recognition](#)
- [Job Posting](#)
- [Job Posting](#)
- [AU Boosktore now Hiring Assistant Store Manager](#)

**What's Happening?**[More Events...](#)

TODAY

TOMORROW

FRIDAY

**The Use of Signature Stamps**

Part of the internal controls safeguarding the university assets includes proper authorization and approval of transactions. This would consist of original signature by supervisors or fund managers. The use of signature stamps is not acceptable for any documents coming to the business office. All financial transaction documents are under auditor review which require us to verify authorization and approval. Electronic approvals, verified electronic signatures and original signature are approved methods of authorization.

The Business Office currently offers fund managers the ability to assign signing authority to another individual for their funds or orgs, which can be set at certain levels if needed. In these instances, when an individual has been granted signing authority they would sign as themselves, not using the stamp of another individual.

Transactions requiring supervisor approval of an employee's transactions or activities would not fall under an assigned authority. This would require the actual supervisors review and approval.

Submitted by: Jodi Howe

[back to top](#)

**First-generation faculty/staff wanted as resource people**

The student affairs division is pulling together a set of services on the web for our first-generation students, those who are the first in their family to attend college. We'd like to add the opportunity for students to talk with AU faculty and staff who may also identify as first-generation, meaning that you are the first in your family to receive a bachelors/college degree. This isn't a mentoring program, per se, but just the opportunity for students to stop in for advice or email every once in a while to get support from someone who has been there.

We welcome any and all faculty/staff who identify as first-generation to help with this project by serving as an occasional resource person for students who might be floundering. Please contact Kathy Woughter if you're interested. Thank you.

Submitted by: Kathy Woughter

[back to top](#)

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### Job Posting

Employment Opportunity:  
Visiting Assistant Professor of Theatre/Performance Design  
Performing Arts

Link: [Vstg Asst Prof Theatre/Performance Design Posting](#)

Submitted by: Connie Lewis

[back to top](#)

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### July Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2018. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50. At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

July 5- Lukas Gray- Carpentry- Maintenance  
July 10- Glenn DePuy- Systems Support Specialist- ITS  
July 17- Sarah Broderick- Admissions Counselor- Admissions  
July 24- Daniel Folts- HEOP Reading & Writing Instructor- Opportunity Programs  
July 31- Ashlee Rudolph- Counselor- The Wellness Center  
July 31- Elena Yee- Counselor- The Wellness Center

Celebrating 5 Years of Service:

July 8- Joseph Zanghi- Multi-Trades- Maintenance  
July 16- Meghan Dwyer- Executive Assistant- Provost's Office

Celebrating 10 Years of Service:

July 14- Brian Sullivan- Interim Director of Libraries- Herrick Memorial Library  
July 28- Kaaren Reeder- Admin Assistant to the Dean- College of LAS

Celebrating 30 Years of Service:

July 1- Xingwu Wang- Professor Electrical Engineering- Renewable Energy Engineering  
July 1- Robert Cornell- Maintenance Assistant- Maintenance  
July 1- Albert Baker- Machinist- Maintenance  
July 15- Donna Perkins- Supervising Janitor- Maintenance

Celebrating 35 Years of Service:

July 25-Judy Linza- Webmaster- ITS

Submitted by: Kayleigh Misner

[back to top](#)

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### Job Posting

Employment Opportunity:  
Department Secretary  
Division of Psychology

Link: [Department Secretary \(Psychology\) Posting](#)

Submitted by: Connie Lewis

[back to top](#)

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### Job Posting

Employment Opportunity:  
Assistant Woodshop Technician  
School of Art and Design

Link: [Assistant Woodshop Technician Posting](#)

Submitted by: Connie Lewis

[back to top](#)

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### AU Boosktore now Hiring Assistant Store Manager

Barnes & Noble College Booksellers @ Alfred University is looking to hire a full time Assistant Bookstore Manager. Job qualifications, job description, and application process can be found online at <http://bncollegejobs.com>. Looking for someone who is energetic and wants to become part of our team!

Link: <http://bncollegejobs.com>

Submitted by: Marcy Bradley

[back to top](#)

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