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TODAY

TOMORROW

SATURDAY

## Jazz HR (Electronic Recruitment System) Training

Human Resources is pleased to announce that we are going electronic with our recruitment process. We have collaborated with Jazz HR to bring us an electronic application and applicant tracking system that will be user friendly and more efficient than our current processes.

- Applicants will be able to apply directly online for open jobs at Alfred University.
- We will be able to place job postings electronically to reach the best candidates for our openings
- The website will send them automated acknowledgements for their application and can assist in scheduling interviews, etc.
- Managers, Supervisors, Directors will be able to communicate with the candidate directly through the website
- The system will ask and track EEO Compliance Questions for all positions

Anyone that is currently involved with the hiring process for their departments or search committees are encouraged to attend a training session to learn about the features of JazzHR. All job posting starting 8/1/19 will be live through JazzHR. If for some reason you cannot attend one of the training's, please contact Tamara Green, HR Associate, for assistance.

Training Dates (all training's will be held in the Kenyon/Allen room in the Powell Campus Center):

7/30/19- 1:00-2:00  
 8/1/19-2:00-3:00  
 8/5/19-9:00-10:00  
 8/8/19- 10:00-11:00

Submitted by: Kayleigh Misner

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## ITS Staff Retreat

On Friday, noon through 3:30, August 2nd, ITS will be on a staff retreat. The Helpdesk (in Herrick Library) will be closed, but we will monitor all major systems for availability.

Fiat Lux!

Submitted by: Gary Roberts

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## Music Lessons

The Department of Music at Alfred University offers a variety of music lessons for Voice, Guitar, Piano, Drums, Percussion, Strings, Brass, and Woodwinds.

There are beginning lessons which are 30 minutes a week and only \$300 a semester. And there are advanced lessons, 60 minutes a week and \$600 a semester. Cost for lessons can be added to your tuition.

Contact Dustin Woodard at [Woodard@alfred.edu](mailto:Woodard@alfred.edu) for details.

Sign up for MUSC 101-108 or 301-308.

Submitted by: Dustin Woodard

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## Instrumental Ensembles

The Department of Music at Alfred University has three instrumental ensembles that are looking for new members. All are welcome to join whether you are a student, faculty, staff, or community member. No auditions necessary, and instruments are available if you do not own your own.

If you would like to join or have any questions please contact the director of the ensemble:

MUSC 275 - University Symphony Orchestra

Dr. Lisa Lantz ([lantz@alfred.edu](mailto:lantz@alfred.edu))

MUSC 274 - Jazz Ensemble

Dr. Raul Barcenes ([Barcenes@alfred.edu](mailto:Barcenes@alfred.edu))

MUSC 273 - Concert Band

Dr. Raul Barcenes ([Barcenes@alfred.edu](mailto:Barcenes@alfred.edu))

Submitted by: Dustin Woodard

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## Performing Arts Courses available to ALL Students

Students- Looking for a Great class?

Check out courses in Performing Arts [Theatre, Music, Dance, Performance Design & Technology] for the Fall 2019 featuring our new and visiting faculty members!

THEATRE

THEA 110 Introduction to Theatre- with Visiting Artist, Eliza Beckwith

THEA 240 Acting I - everyone should take an Acting Class ! This course will be taught by our dynamic new Theatre Faculty member, Niki Tulk  
THEA 205 Playwriting - with Visiting Artist, Eliza Beckwith  
Opportunities on stage and behind the scenes for all Theatre Productions- email [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

#### PERFORMANCE DESIGN & TECHNOLOGY

PDAT 120 Technical Theatre

PDAT 200 Costuming on the Half Scale

\*PDAT 222 Stage Make-up

\*PDAT 220: Design Fundamentals: Stage/Dance & Film-\*These two courses will be taught by our new faculty artist in Performance Design, Maureen Weiss

#### MUSIC

Private Lessons available to ALL Students from Beginners to Advanced: Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng- available for credit as listed in Banner

Courses and Ensembles:

MUSC 110 Music Appreciation

MUSC 200 Fundamentals of Music & Technology- Learn basic music theory and composition with our new Music faculty member, Raul Barcenos

MUSC 200 Hand Percussion

MUSC 130 Piano I

MUSC 133 Music of the Guzheng

MUSC 271 University Chorus - open to all students and to community members

MUSC 273 Concert Band - open to all students and to community members

MUSC 274 Jazz Ensemble open to all students and to community members

MUSC 275 Symphony Orchestra - open to all students and to community members

MUSC 279 Chamber Music and AU PEP Band

Music Ensembles are Open to Everyone- NO Audition necessary and Instruments are available- Contact Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

MUSC 272 Chamber Singers\*

\*Audition information, contact Luanne Crosby: [fclarke@alfred.edu](mailto:fclarke@alfred.edu)

#### DANCE

DANC 120 Fundamentals of Dance

DANC 200 African Dance !

DANC 200 Costume Development for Dance-with visiting dance faculty, Colleen Wahl

DANC 222 Modern Dance I

DANC 225 Laban Movement Practicum- with visiting dance faculty, Colleen Wahl

DANC 224 Contact Improvisation

DANC 230 Improvisation/Composition

DANC 325 Laban Movement Plenary

Submitted by: Lisa Lantz

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#### TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, August 27, Tuesday, September 24, Tuesday, October 8, Tuesday, November 5, and Thursday, December 5 in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow).

Submitted by: Kim Wyant

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## Study abroad in Spring 2020 - apply now!

### Apply today - Spring 2020 study abroad deadlines are coming up fast!

To get started:

1. Let us know your goals! Log in to <http://international.alfr...> with your AU username (without the @alfred.edu - just like Canvas) and password
2. Complete the 5-minute questionnaire, "Your Study Abroad Plans."
3. Learn about study abroad @ AU! Information on finding your best fit, financial aid transferability, scholarships, and program options is on our website: <http://international.alfr...>
4. Make an appointment with our staff to start your application! Details are in the scrolling announcements on our homepage.

### Fiat Saxons Abroad!

Link: [Office of Education Abroad](#)

Submitted by: Jeanne Marion

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## Dates for PAFs for Fall/Spring

Are you responsible for completing PAFs for incoming new staff and students? HR would like to provide dates to help you complete your PAFs with accuracy.

Staff:

Adjunct Fall Dates- 8/26/19-12/13/19

Adjunct Spring Dates- 1/21/20-5/11/20

Visiting with 1 Year Appointment- 8/15/19-8/14/20

Regular Full Time Faculty- 8/15/19 start date

Students/Summer Workers:

Work-Study Dates Fall- 8/26/19-12/13/19

Work-Study Dates Spring- 1/21/20-5/11/20

Non-Work Study Dates- 8/26/19-5/16/20

Summer Work Dates- 5/17/20-8/23/20

Link: [Employment Administration Forms](#)

Submitted by: Kayleigh Misner

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## Job Opening - Foundry Technician

Please see the link below for details on the open Foundry Technician position.

Link: [Foundry Technician Position](#)

Submitted by: Tamara Green

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### **Purchase Football Purple Seat Season Tickets Today!**

Dear Saxon Faithful,

Hello from Saxon Athletics! I write to you today to gauge your interest in purchasing 2019 Alfred University football season tickets.

Again this season we are offering reserved tickets for the best seats in the house, the chairback seating near midfield in historic Yunevich Stadium. Each season ticket will cost \$50 (or \$10 per game), a \$30 savings for the season on the reserved seats the day of the game. If these tickets are purchased alone that is what the subscriber will receive. However, by joining "Saxon Nation" you will also receive reserved parking and invites to pre-game receptions for football games in the Connors Family Pavilion.

"Saxon Nation" supports all of our athletic programs here at AU and features a tiered giving plan that allows those to join the club for as little as \$25, while offering not only reserved parking and special event options at our club's lowest tier but also great Nike Saxon athletic merchandise all the way up to those giving \$2,500 or more to support our athletic department.

To summarize, you will be able to purchase your reserved seats for all five home games at \$50 per seat and if you do not want to join Saxon Nation that is what you will receive. Starting at \$25 more, you can join Saxon Nation (see sheet attached for how to sign up) and receive reserved parking and invites for the extremely popular pre-game parties for each home game (starting two hours before kickoff).

I thank you for your continued support of Saxon football and Alfred University athletics. Your support makes the difference!

Go Saxons!

Link: [Purchase Football Purple Seat Season Tickets Today!](#)

Submitted by: Brandon Harrison

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### **Changes to Student Policies | Campus Community Input Needed**

We want the campus community's assistance in vetting changes to The Student Code of Conduct. The two changes we are considering are: (1) changing "The Student Code of Conduct" to "Community Standards" and (2) updating our weapons policy to allow for kitchen knives. More information about these changes, as well as the opportunity to express your opinions are listed in the google link provided.

Link: [Student Code of Conduct Changes Survey](#)

Submitted by: Lacey Gosnell

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### **HR Tip of the Month**

Did you know that if you are a regular full time or part time employee of AU that you have Bereavement time available to you immediately after hire?

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined

to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece or nephew.

(For CSEA Union Members, please check your handbook)

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

Bereavement should be recorded on the timesheet as excused time with a comment in the comments section. If you normally work 7 hours a day, you put 7 hours under excused time for the days that you missed. If the days that you missed surpass what is allotted, you will code that time as vacation/personal/floating holiday/merit time.

Submitted by: Kayleigh Misner

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