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Office of the Vice President & Central Administration

Campus Dining

Campus Venue Services

Conference & Event Services

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# THE UPDATE

## A UNIVERSITY SERVICES COMMUNICATION

Dear Colleagues,

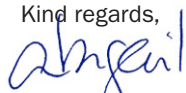
Happy autumn, everyone! Thanks to so many of you, all our first-year and returning students are settled in and the academic year has officially begun.

I'm excited to let you know about a program we are planning called "University Services Deconstructed," which will become a part of the onboarding process for new staff. Similar to the "Deconstructed" series organized by central Human Resources, it will be a lunch-and-learn type of program and open to all members of the University Services staff, regardless of years of service. One piece of feedback we heard during our ambassador outreach sessions is the desire to have a better understanding of University Services and learn more about the units within the organization. Our aim is to make the sessions both informative and fun. Please attend one of these sessions once they are announced this winter.

I look forward to continuing to work with so many of you and hoping to meet even more of you as we engage in many outreach activities through our diversity and inclusion initiatives.

It's important to acknowledge that we are all living together both on campus and throughout the country during a highly charged political atmosphere with this presidential election. I would like to encourage you to be sure you are registered to vote and to please exercise your right to vote on November 8.

Kind regards,



Abby Levin  
Executive Assistant and Office Manager  
Office of the VP for University Services



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## Office of the VP & Central Administration

### Fall Training Opportunities for University Services Staff

New training opportunities are available to University Services staff this semester. Course offerings and more information can be found in the [Dates to Remember](#) section.

### Ambassador Outreach Sessions

The fall Ambassador Outreach Sessions will take place starting Monday, October 24. Please keep an eye out for the final schedule in the coming weeks. The primary topic will be customer service. As a reminder, these small group meetings are optional, however, all staff are encouraged to attend and participate.

### Exploring Personality Types

On Thursday, October 6, the Central Administration staff participated in an all-day retreat using the Myers-Briggs Type Indicator (MBTI) assessment—facilitated by **Verita Murrill**—to explore the diversity of personality types among its staff. The assessment allowed the group to better understand one another's perspectives in various work and non-work situations. In addition to the MBTI assessment, **Maureen McWhirter** led an exercise and discussion focused around the current University Services priorities.



## Campus Dining



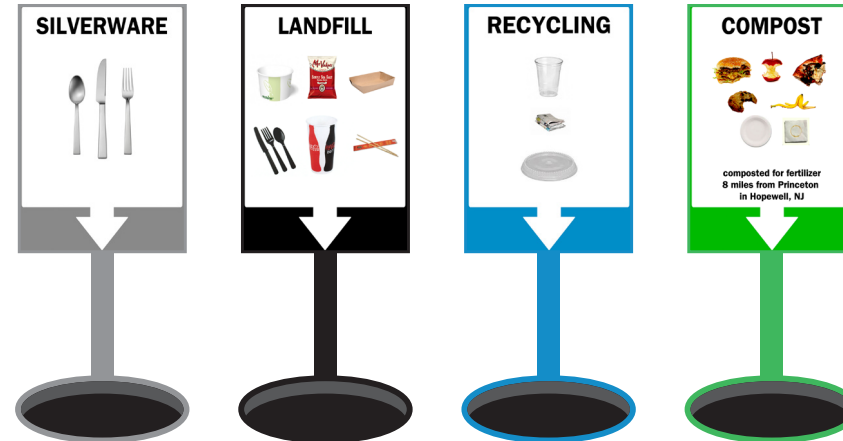
### Dining Halls Achieve Green Restaurant Association (GRA) Certification

Campus Dining achieved GRA certification for the Forbes and Rockefeller Mathey College dining halls. GRA certification is based on transparent, science-based certification standards and measures sustainability in the areas of Energy, Water, Waste, Food, Chemicals, Disposables and Building.



### A Visual Guide to Food Waste and Recycling

Campus Dining has created new visual signage to help with recycling and waste disposal efforts at the Frist Campus Center Food Gallery. The signage includes images of “what should go where” to assist patrons with sorting the contents of their trays quickly and efficiently.



### Food Sampling at FluFest

As part of the annual FluFest event on Wednesday, October 5 and Thursday, October 6, Campus Dining offered samples of lemon, ginger and basilinfused water and a freshly made kale, butternut squash and toasted pumpkin seed salad with citrus agave dressing to event attendees.

## Campus Venue Services

### Welcome Jenna and Vincent

Campus Venue Services has added two new members to the team.



**Jenna Glass** joined the TigerCard team, as a TigerCard Customer Service Representative. Jenna was a TigerCard casual employee for the past two years and joined the CVS team full-time on July 18. She is the primary customer interface in the TigerCard Office for all card-related needs. Jenna is a great addition to the staff. If you are in New South on the A Level, stop in and say hello.



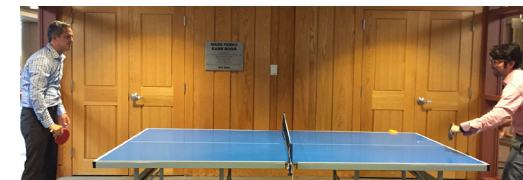
**Vincent Stanley** joins the CVS team as the Frist Venue Manager. You may recognize Vincent from Andlinger/Chancellor Green where he had been working as an operations support casual employee. Vincent brings a knowledge of the University and leaves a bevy of campus partners who enjoyed working with him at Andlinger. Vincent starts his new role October 17 and looks forward to working with the tenants, students and visitors at the Frist Campus Center.

### Fall Training for Students and Volunteer Ushers

Venue Services and Performing Arts Services welcomed our student workers with fun and informative training sessions that started on September 9 and continued through the end of September. **Saleem Curry**, **Sharon Maselli** and **Jim Taylor** hosted the sessions and trained our Frist Building Supervisors, Welcome Desk staff, student ticketing staff, Andlinger student workers and performing arts student workers to be great customer support in all of our venues. A special thanks goes to **Verita Murrill** for the wonderful presentation she gave to the volunteer ushers.

### New at Frist

The Frist Campus Center has received a little freshening up this summer. The Mazo Family Game Room now has a ping pong and foosball table. New games including chess tables and board games from Scrabble to Monopoly are available for the campus community to borrow. Furniture was rearranged so that there are comfortable areas to relax, study or lounge and a large screen TV has been added to the West TV Lounge.



*Nick Robinson (left) and Jim Taylor stress test the new ping pong table in the Mazo Family Game Room on the 100 Level of Frist*



## Conference & Event Services

This month, CES staff members are supporting several conferences and programs as well as reconciling the finances of the 2016 summer activities. University Scheduling managers are busy filling room requests that were in the queue until the Registrar's Office classroom hold was recently lifted.

### Freshman Families Weekend

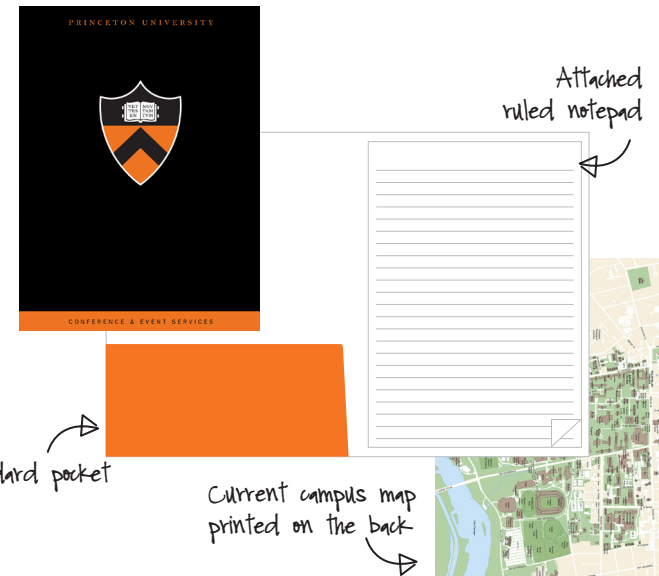
The annual weekend event will occur Friday, October 14 through Sunday, October 16. Please make our guests feel welcome. More about Freshman Families Weekend can be found [online](#).

### CES Rolls Out New Conference Folder

In collaboration with Print and Mail Services and University Services Communications, CES developed a new and improved "conference folder" for University departments. As requests for these folders grow each year, CES looked for affordable ways to more efficiently and effectively accommodate the popular demand.

The new folder features a built-in notepad and a design that integrates the campus map. It eliminates the need for manual assembly (no paper cuts!) and offers an attractive keepsake for conference participants. Many thanks to **Michelle Horgan**, **Ashley Gorfine** and **Michael Yoon** for the great work.

To obtain folders for your next event, email CES at [ces@princeton.edu](mailto:ces@princeton.edu).





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## Housing & Real Estate Services

### Dorm Fire Inspections Underway

HRES staff has begun the annual dorm fire safety inspections, ensuring that students in dormitories are in compliance with the University's fire safety policies. Each academic year, inspections occur up to four times for undergraduate dorms and up to two times for graduate dorm rooms, totaling approximately 12,000 inspections annually.



The Fire Safety and Inspections table at new student check-in during Move-in at Baker Rink.



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## Print & Mail Services

### **Temporary Student Package Pick-up Site Closes October 15**

The Mail Services Temporary Package Pick-up Site, located at Pyne Circle, will close on October 15. After this time, all student packages can be picked up at the main location on the 100 level of the Frist Campus Center. Hours for the Frist Package Room are Monday through Friday from 10 am to 9 pm and Saturday, 10 am to 2 pm.

### **Annual Benefits Open Enrollment for 2017**

Open enrollment packets are being processed and will be mailed to home addresses or sent digitally to employees who elected to go paperless. For more information, visit the Human Resources [website](#).



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## Transportation & Parking Services



### Welcome Praveen

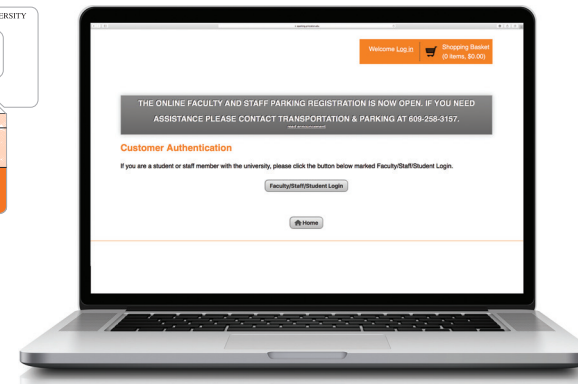
Transportation & Parking Services is pleased to introduce its new Enforcement and Events Parking Manager, **Praveen Rajasekaran**.

Praveen comes to Princeton from CitiPark, a vendor used to supplement TPS staff for large events, where he served as Operational Manager for the Northeast. As Enforcement and Events Parking Manager, Praveen is responsible for day-to-day parking enforcement and events parking operations, logistics and administration.

Praveen is a great addition to our staff. Please stop by his office on the A Level of New South and say hello, if you are in the area.

### Annual Parking Registration Renewal

Online faculty and staff parking permit registration renewal is **now available**. Most Faculty/Staff permits expire on October 31, 2016, unless otherwise specified on the permit. Please check the date on your hangtag before proceeding with renewal.



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## New Faces



**Ruby Alonzo**  
*Retail Food Service Worker,  
Frist Campus Center*  
Campus Dining  
September 8



**Leigh Butler**  
*Retail Food Service Worker,  
Frist Campus Center*  
Campus Dining  
September 8



**Shevawn Graesser**  
*Retail Food Service Worker,  
Frist Campus Center*  
Campus Dining  
September 8

## Congratulations!



**Sujata Acharya**  
Campus Dining  
Sujata was promoted to a  
Residential Food Service Worker  
at Butler Wilson on September 8



**Theresa Crotty**  
Campus Dining  
Theresa was promoted to  
Assistant Manager, Retail  
Operations on August 12



**Jenna Glass**  
TigerCard, Campus Venue Services  
Jenna, previously a casual employee,  
started as full-time Customer Service  
Representative for TigerCard on July 18



**Jared Latini**  
Campus Dining  
Jared was promoted to a 12-  
month Commissary Expeditor  
on September 5



**Thomas Stallone**  
Campus Dining  
Thomas was promoted to  
a Residential Food Service  
Worker on September 8



**Vincent Stanley**  
Venue Services, Campus Venue Services  
Vincent, previously a casual operations  
support employee, started his new role  
as Frist Venue Manager on October 17



**Lisa Walker**  
Campus Dining  
Lisa was promoted to Garde  
Manger on September 8

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## University Services Job Openings (click on a job for more information)

• Full Time • Part Time

<p>Campus Dining</p> <p>Executive Chef Whitman College</p> <p>ADM 040 / #1600858 / FT</p>	<p>Campus Dining</p> <p>Food Service Worker (Forbes)</p> <p>MSU 010 / #1600846 / FT</p>	<p>Campus Dining</p> <p>Assistant Manager (Catering)</p> <p>ADM 020 / #1600837 / FT</p>	<p>Campus Dining</p> <p>Food Service Worker (Butler/Wilson)</p> <p>MSU 010 / #1600813 / PT</p>
<p>Campus Dining</p> <p>Residential Food Service Worker (Rocky/Mathey)</p> <p>MSU 041 / #1600807 / FT</p>	<p>Campus Dining</p> <p>Commissary Expeditor Retail (Frist)</p> <p>MSU 051 / #1600808 / FT</p>	<p>Campus Dining</p> <p>Residential Food Service Worker (Butler/Wilson)</p> <p>MSU 041 / #1600809 / FT</p>	<p>Campus Dining</p> <p>Retail Food Service Worker (Frist)</p> <p>MSU 041 / #1600746 / PT</p>
<p>Campus Dining</p> <p>Retail Food Service Worker</p> <p>MSU 041 / #1600669 / PT</p>	<p>Campus Dining</p> <p>Residential Food Service Worker</p> <p>MSU 041 / #1600663 / FT</p>	<p>Campus Dining</p> <p>Casual Food Service Worker (Tiger Refreshment)</p> <p>MSU 010 / #1600511 / PT</p>	

For additional information and other job listings, visit [jobs.princeton.edu](http://jobs.princeton.edu).

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## Did You Know?

### **Staff Educational Assistance Plan**

Princeton University encourages you to further your education by reimbursing a portion of your undergraduate or graduate school expenses.

### **Reimbursement Benefit**

The plan will reimburse 85% of your tuition and mandatory expenses up to a maximum of \$5,250 per fiscal year (July 1 through June 30). Mandatory fees include technology, activity, health services and registration.

[www.princeton.edu/hr/benefits/educ/staff/](http://www.princeton.edu/hr/benefits/educ/staff/)



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## Dates to Remember

### Mudd Library 40<sup>th</sup> Anniversary Celebration

**Thursday, October 13****4:30 pm, Seeley G. Mudd Manuscript Library**

The Seeley G. Mudd Manuscript Library commemorates 40 years of “digging in the Mudd” with collection highlights, games, prizes, a performance by the Katzenjammers, cake and more.

### Faculty and Staff Social Gathering Venue

**Mondays through Thursdays****4:30 pm–7:30 pm, Tap Room at Prospect House (Lower Level)**

Enjoy appetizers such as Spicy Tuna Tartare, Chicken Teriyaki Dumplings and Crispy Potato Wrapped Shrimp as well as signature cocktails, craft beers, wines and sodas.

### Freshman Families Weekend for the Class of 2020

**Friday, October 14–Sunday, October 16**

### Annual Benefits Fair for Main Campus

**Wednesday, October 26****10 am–2 pm, Frist Campus Center Multipurpose Room A/B (B Level)**

Speak with participating vendors and representatives from the HR Benefits Team at the annual Benefits Fair. [Open enrollment is from October 17 through November 11.](#)

### Fall Midterm Exams

**Monday, October 24–Friday, October 28**

### Fall Recess

**Saturday, October 29–Sunday, November 6**

### Parking Permit Renewal

[Renew](#) your parking permit online before **October 31.**

## University Services Training and Engagement Opportunities

### Conversation Circles for Managers

**Wednesday, November 16, 2:30 pm–4 pm; Location TBD**

Conversation Circles provide a safe space and productive format for conversations that matter among small groups of University Services staff. Managers Circle participants will have an opportunity to examine management, leadership, and supervisory topics with other managers and supervisors within University Services.

[REGISTER](#)

### Introduction to the Myers-Briggs Type Indicator (MBTI)

**Thursday, December 1, 9 am–12:30 pm; Location TBD**

This interactive class uses the Myers-Briggs Type Indicator (MBTI) to help examine preferred patterns of behaviors in the workplace so that we can better appreciate the diversity of our coworkers. Early registration is required. The MBTI assessment must be completed in advance of the session.

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