Dear Colleagues,

As we end another academic year, I would like to express my thanks for all of the work each and every one of you has done to support our students, faculty and staff.

In President Eisgruber’s Commencement address to students, he spoke about the value of a college degree—how it will transform their lives in many ways and provides a foundation for life-long learning. The services that each of you provide all year long is a key component to ensure student success. Each of you should feel a sense of pride in knowing that through your work, you have helped and contributed to changing the lives of so many members of our campus community.

Hopefully, over the summer months you will find time to rest, relax and enjoy some time away from work.

Thanks for all you do,

Maureen McWhirter
Executive Director for Finance and Technology Administration
Information for Employees Regarding Recent Natural Disasters

As many individuals in our University community have family members or friends who live in areas affected by the recent volcanic activity in Guatemala, we want to remind staff of available campus resources to help employees cope with the impact of natural disasters.

Information for confidential counseling services, pastoral counseling, and additional University resources may be found on the Office of Human Resources website.

Fall Learning Opportunities for Staff

New learning opportunities for this fall are now available for sign-up on the Princeton University training website. Classes include “Working through Change in the Workplace,” facilitated by Director of TigerCard, Transportation and Parking Services Kim Jackson; and two courses offered by the Mercer Institute titled “Delivering Exceptional Customer Service” and “Group Facilitation Skills.”

Thank you to those who took the Workplace Spanish poll. Based on responses received, there will not be an offering this summer. Please stay tuned for possible future learning opportunities.

Download the University Services Mobile App

1. Go to the App Store (iPhone) or Play Store (Android)
2. Search for “University Services”
3. Download/install the app!

IT NEWS

Cognos Outage, June 28

Cognos Production will be unavailable Thursday, June 28 starting at 6:30 am for maintenance. Service should be restored, same day, by 9 am.

Campus Solutions/Human Capital Management Systems Outage Planned for July 20–23

The PeopleSoft Campus Solutions (CS) and Human Capital Management (HCM) system, will be unavailable from noon, Friday, July 20, through Monday, July 23, for an upgrade featuring a new look and feel to the landing pages and navigation.

Affected systems include: Campus Community, Student Records, TigerHub, HR Self Service, Benefits, Payroll, and Absence Management.

Normal operations will resume Tuesday, July 24. Information Warehouse will be available during the outage as of July 19 using PeopleSoft CS and HCM data.

PeopleSoft PRIME Financials will not be affected.
OUR TEAM SERVED ALMOST 50,000 MEALS DURING REUNIONS 2018

FEATURED ON THE UNIVERSITY HOMEPAGE
The Perfumed Banquet: A Sensory Experiment in Studying Medieval Cairo Through Food
Princeton professor Marina Rustow, the Khedouri A. Zilkha Professor of Jewish Civilization in the Near East and professor of history, in collaboration with Smitha Haneef, Assistant Vice President, University Services and co-chair of the Food and Agriculture Initiative, and American food historian and writer Charles Perry, designed a banquet as a way to create a culinary experience inspired by studies of medieval Cairo. Read the full story

Satellite Cafes Move to No-cash Transactions
This month, Campus Dining satellite cafes at Chemistry, Chancellor Green, EQuad, Genomics, and Woodrow Wilson migrated to a no-cash operation and will only accept credit cards, Paw Points, Dining Points, Student Charge and TowerCard for all transactions. Atrium Cafe opened as a no-cash operation in January 2017.

During Reunions, Sue Pierson, Director of Residential Dining received honorary membership to the Classes of 1988 (top) and 1993.
Reunions and Commencement

The Campus Venue Services (CVS) team, along with campus partners, had another successful year supporting Reunions and Commencement. Alumni, seniors, faculty and staff were wristbanded in four locations around campus. Reunion rovers transported thousands of guests to various destinations and alumni rented golf carts from the golf cart team.

After a full Reunions weekend, the team moved on to supporting Commencement activities—working with marshals, providing technical support, wristbanding for the Prom, and providing signage and wayfinding. Thanks to all our partners who helped make Reunions and Commencement weekend go so flawlessly!

Coach Talks Leadership and Teamwork at Usher Appreciation Dinner

Performing Arts Services hosted the bi-annual usher appreciation dinner for over 90 front-of-house volunteers on Wednesday, June 13. Princeton Women's Basketball Coach Courtney Banghart (pictured), our keynote speaker for the event, discussed leadership and teamwork.

Summer of Collaboration Planned for CVS Teams

Our staff will be participating in skill strengthening workshops to help cross train our teams with programs such as writing sessions with Princeton Writes program director John Weeren, a Myers/Briggs assessment with University Services Director of Talent and Organizational Development Verita Murrill, HR presentations on work/life and a few of our own sessions by our team members. A team building community service project and a little bit of fun will also be included.
Summer is in Full Swing!
The Conference and Event Services (CES) team is hosting close to 170 programs over the course of the next few months, including sports camps and academic conferences.

Each summer, CES coordinates housing assignments and use of classrooms to accommodate these programs.

To help manage this summer’s full docket, CES has enlisted 19 students from colleges and universities around the country to act as summer account representatives who serve as points of contact between summer program coordinators and the CES office.
Welcome Julie and Joe

Housing and Real Estate Services (HRES) is pleased to introduce Julie Whalen and Joe Johnson, the new Student Housing Occupancy Management Coordinators.

Julie joins HRES from Rider University where she worked at the Office of Residence Life and the Alpha Xi Delta Sorority as a Community Director. She recently completed her master’s degree in Organizational Leadership in Higher Education at Rider and has a bachelor’s degree from Emerson College in Boston, MA.

Joe received both his bachelor’s and master’s degrees from Stockton University. He just made the big move back to New Jersey from West Virginia where he worked at West Virginia University Institute of Technology.

Both Julie and Joe have experience with housing management and card access systems, move in and move out processes, housing assignments and customer service.

We are very excited to have them join us. Please stop by Student Housing on the 5th floor of New South to meet our newest team members.

Move In 2018

The dates for Move In are Saturday, September 1 for new students and Saturday, September 8 for returning students.

This year, check-in for new students will take place in a new location—the Wallace Forum Level in the Lewis Arts complex.

We anticipate that our venue change will require more volunteers. Be on the lookout for additional information and sign-up opportunities later this summer!
Construction Underway for Student Package Lockers

Removal of the student mailboxes and installation of the new package lockers commenced earlier this month. Following renovations, nearly 1,000 lockers will be available for students to retrieve their packages during Frist hours of operation using the self service kiosk or an app on their smartphone.

Join Our Team: Production Assistant/Customer Service Representative

The Digital Print Center (DPC) is seeking to fill the position of Production Assistant/Customer Service Representative. Responsibilities include receiving, processing, and maintaining orders for presses and finishing services from individuals and departments; working with customers to create, schedule, and produce their print products; running the digital press, large format, and finishing equipment; and assisting the Manager of the DPC in day-to-day production, operation and maintenance including, troubleshooting of all equipment.

Read the full job description/apply online
Kim Jackson Contributes to New Book
The International Parking Institute has just released a new book on the current state of parking titled, A Guide to Parking, providing parking professionals and students with an overview on major areas of parking and the transportation and mobility industry. Kim Jackson, CAPP, Director of TigerCard Services and Transportation and Parking Services was among more than 30 subject matter experts and dedicated volunteers who contributed to the publication, co-authoring the Introduction with nationally renowned parking planning veteran Charles Reedstrom, CAPP.

An excerpt from Kim’s chapter may be read on Amazon.com using the “Look Inside” feature.

Need a Carpool Partner? We Can Help!
With University summer hours in effect through August 31, many of your Princeton colleagues have adopted similar work schedules. It’s the perfect time to give carpooling a test drive.

Transportation and Parking Services will be coming to a location near you in June and July with pop-up Commute Concierge services at several campus locations. Find prospective carpoolers with our Carpool Connect map and learn more about the Revise Your Ride programs. Check our website or Twitter page to see when we’ll be near your work area.

Try carpooling for at least two weeks and share your experiences with TPS.
If you decide to enroll in Revise Your Ride, you and your carpool partner will earn $100 every 3 months you continue to carpool.
Welcome New Staff!

Joe Johnson  
Student Housing Occupancy Management Coordinator  
Housing and Real Estate Services  
Monday, June 11

Richard Prophete  
Food Service Worker, Whitman College  
Campus Dining  
Tuesday, May 29

Julie Whalen  
Student Housing Occupancy Management Coordinator  
Housing and Real Estate Services  
Monday, June 11

Congratulations!

Nicole McLean, Residential Food Service Worker at Whitman, has been selected to serve as co-chair of the University Services Diversity and Inclusion Steering Committee (DISC) along with Antonio Torrence, Business Manager.
### Job Openings

Click on a job title to read the full posting

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Term</th>
<th>Part/Full Time</th>
<th>Grade</th>
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<td>Office of the Vice President</td>
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Search for other open positions or update your profile online at [Careers at Princeton](#)
**Free Access to the Working Advantage, a Members-only Employee Discount Program**

Princeton University offers access to the Working Advantage members-only program. This unique program gives employees access to exclusive discounts and special offers with savings up to 60% off.

**Benefits include:**
- Theme Park & Amusement Park Tickets
- Online Shopping and Service Discounts
- Broadway Theatre
- Movie Tickets
- Ski Tickets
- Hotels Worldwide
- Rental Cars Worldwide
- Zoos and Aquariums
- Family Events
- Water Parks and Seasonal Activities
- Sporting Events
- Recreational Activities
- Museums
- Retail Merchant Gift Cards/Certificates
- Much More

[Click here](#) for additional information.
Dates to Remember

**Wednesday Summer BBQ Buffets at Frist**
June 13–August 8, 6 pm–7:30
Frist South Lawn ($11)

**Princeton Farmers’ Market**
Thursdays, 10 am–3 pm
Hinds Plaza
55 Witherspoon Street

**Princeton Art Museum Summer Film Series:**
- **West Side Story (1961)**
  Thursday, June 28, 8 pm
  Brown/Dod Quad
- **Clueless (1995)**
  Thursday, July 19, 8:30 pm
  Brown/Dod Quad
- **The Lion King (1994)**
  Thursday, August 2, 8:30 pm
  Brown/Dod Quad

**Student Move In**
Saturday, September 1 (new students)
Saturday, September 8 (returning students)

**Fall Classes Begin**
Wednesday, September 12

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University Services Learning Opportunities

**Working through Change in the Workplace (2 offerings)**
Thursday, September 20, 1 pm–4:30 pm
Thursday, November 1, 8:30 am–noon
Facilitator: Kim Jackson, Director of TTPS
This course is designed to provide participants with an understanding of their individual reaction to change, how to navigate the phases of change, how their behavior may influence their colleagues and ultimately the outcomes.

**Delivering Exceptional Customer Service (2 offerings)**
Thursday, September 13, 8:30 am–5 pm
Wednesday, November 7, 8:30 am–5 pm
Facilitator: Ed Andriessen, Mercer Institute
Effective customer service is critical to the success of the University and is a top priority for University Services. This program introduces skills needed to enhance customer relations, deliver top-quality service, handle difficult customers, and say “no” without infuriating the customer.

**Group Facilitation Skills (2 offerings)**
Thursday, October 11, 8:30 am–4 pm
Wednesday, December 5, 8:30 am–4 pm
Facilitator: Ed Andriessen, Mercer Institute
Groups of people convene to generate ideas, to give support, to solve problems, and to make decisions. The class will focus on developing facilitation planning and execution skills.

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**University Summer Business Hours**
Monday, June 11–Friday, August 31
8:30 am–4:30 am

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**How to Register**
Visit the Learn Center at [www.princeton.edu/training](http://www.princeton.edu/training)
- Sign-in using your NetID and password
- Hover cursor over “Training by Department” tab and select “University Services” from the dropdown menu
- Scroll down to “Enrollments” and click on the class you wish to enroll in
- A new window will appear with full class details. Click “Enroll” at top right to be nominated for registration
- You will be notified if/when your registration is approved