



JOB OPENINGS:

- [Administrative Assistant](#)
- [Director of Assessment](#)
- [Director of the Learning Center](#)
- [Freshman Admissions Specialist](#)
- [Grants Writer](#)

Visit the HR website for a complete list of job openings at <https://brenau.applicantstack.com/x/openings>. Employees are required to notify their supervisor before applying for a transfer.

UPCOMING DATES TO REMEMBER IN JULY:

- 1: New Fiscal Year
- 4: Brenau Holiday; offices closed

Campus Campaign Days

July 7, 14, 21, 28

Employees who have donated \$250 or more to the Campus Campaign are permitted to wear jeans with a Brenau shirt.

NEW FISCAL YEAR BEGINS JULY 1:

Budget Manager has been updated in Campus Web for the new fiscal year (July 1). Questions about budget manager should be directed to Holly Reynolds. Questions regarding your budget amounts should be directed to your supervisor.

NATIONAL FIREWORKS SAFETY MONTH:

Fireworks are a staple at festivities for many Americans during the summer months. Unfortunately, many people do not realize just how dangerous fireworks and sparklers can be—which is a primary reason that injuries occur. In honor of National Fireworks Safety Month, which occurs from June 1 to July 4, take some time to familiarize yourself with the following safety suggestions to avoid accidents when using fireworks.

- Do not shoot fireworks off if you are under the influence of alcohol.
- Always have a hose or water bucket handy.
- Keep spectators a safe distance away.
- Show children how to properly hold sparklers, how to stay far enough away from other children and what not to do.
- Never try to relight a firework that didn't properly ignite.
- Soak all firework debris in water before throwing it away.
- Do not carry fireworks in your pocket or shoot them from metal or glass containers.

VACATION BEGINNING BALANCES:

Vacation is earned based on the number of years of employment at the university. On July 1 of each year, the maximum number of allowable days will be credited in full to each employee's leave account. The July 7th check (weekly) or July 14th check (monthly) will reflect the new vacation and sick totals to be used for the 2017-18 fiscal year. For more information regarding leave and holidays, please visit the Faculty and Staff Guidelines 4-03. Should you believe the time reflected on your check to be inaccurate, please contact Angie Graham in the Payroll Office at Agraham2@brenau.edu or 770-538-4763.

NEW EMPLOYEES:

- Jim Eck (Provost & VPAA)
- Alex Payne (Registrar's Office)
- Allison Woodard (Financial Aid)