

BETA E-Byte – July 15, 2008

BETA News

COMING SOON!!!! –An updated webpage! Watch for changes @ www.beta.web.arizona.edu

Open Enrollment is coming!!! Start thinking about who you would like to invite to become a new BETA member.

Goods, Services & Opportunities

Are you have having a yard sale? Know of a job opening on campus? Want to recommend an excellent masseuse? Tell us about it!!!!

Know anyone with Parkinson's?

Tell them about PD Pals, the support group that meets at Old Pueblo Grill the 1st Monday of each month (1-3 p.m.).

For more info, contact Anna Wilkinson, 742-1746.

Did You Know...

SAC has started a page to disseminate little known information to all staff members...please check http://fp.arizona.edu/sac/did_you_know.html for updates

Discounts - During these difficult financial times we are all looking for ways to save a little money...one way is by taking advantage of UA discounts at local businesses. These discounts have been reported by fellow staff members and may be subject to change so be sure to verify prior to purchase

- Autozone on Broadway/Plummer gives 10% discounts to U of A employees
- Show a cat card to the new Harkins theater you get like \$2 off a movie ticket
- Baggins sandwich shop at Ft. Lowell and Campbell offers a 10% discount to anybody who shows them a Cat Card
- Office Depot's Business Solutions Division is proud to offer a 15% discount to the University of Arizona Students/Employees - This is the wonderful program for students/employees of the University to save on their personal school /office supply needs: https://odams.officedepot.com/registrations/uofa_welcome.php
- Liberty of Mutual insurance company gives discounts to U of A employees

Have something to add to this list, let SAC know

Here is a link to register to receive a 15% discount at Office Depot available to all university employees and students.

https://odams.officedepot.com/registrations/uofa_welcome.php

Position Opening: Anthropology, Administrative Assistant Position #41297

The Department of Anthropology invites applications for the position of Administrative Assistant (#41297). This is a full-time, extended temporary position (6-24 months) that provides advanced and high-quality administrative support to the Anthropology Business Office; which is tasked with the financial integrity of the Department through the management of all departmental accounts: State, Designated, Sponsored, Restricted, Loan, Endowment, and UA Foundation.

The position will have contact with a large, diverse community of faculty, students, and staff engaged in teaching and research in every major area of anthropology. Therefore, the position involves a high degree of professionalism, confidentiality, discretion, initiative, independence and organization; the use of excellent oral and written communication skills; use of sound judgment and tact; the ability to set priorities and handle multiple projects; a high level of administrative skills and computer proficiency; and the ability to be detail-oriented, resourceful, and creative.

This position is a member of a dynamic and self-motivated team of classified staff who provide a wide range of support and services to a nationally ranked, internationally known, and well-respected department.

For more details on the Administrative Assistant position, please review job number 41297 on the UA Career Track, The University of Arizona's on-line application system, at

<https://www.uacareertrack.com/applicants/jsp/shared/frameset/frameset.jsp?time=1215452284362>

POSITION OPENING: ADMINISTRATIVE ASSISTANT

Position # 41216, Bureau of Applied Research in Anthropology

Position Summary:

The Bureau of Applied Research in Anthropology seeks highly qualified applicants for the full-time, classified staff position of Administrative Assistant. The responsibilities will be to complete administrative tasks assigned by the Department Director and Business Manager, Sr. as they relate to the general operation of the Administrative Office.

The selected candidate will work independently under the general direction of the Business Manager, Sr. and will interact with a variety of constituents. This position requires a high degree of organization, professionalism, and initiative; use of good judgment; the ability to set priorities and handle multiple projects; knowledge of UA policies and procedures; and a high level of computer proficiency and secretarial skills

ADMINISTRATIVE ASSISTANT or ADMINISTRATIVE ASSOCIATE POSITION

The Department of Ecology and Evolutionary Biology (EEB) invites applications for the position of **Administrative Assistant or Administrative Associate**, DOE. This is a full-time position that supports the Department Head of EEB. The Department of Ecology and Evolutionary Biology (EEB) is a top ranked program and among the best programs on campus. The mission of EEB is to lead undergraduates, graduate students, our faculty and the biological community worldwide on a mission of discovery of the nature and principles of ecological and evolutionary systems. This mission depends on a dynamic and supportive staff. The Administrative Assistant to the Department Head (DH) is one of two lead administrative staff members in the department, the other being the Business Manager, Sr.

Minimum Qualifications for hire as Administrative Assistant:

Four years of directly related experience; OR, a Certificate in Secretarial Science AND three years of directly related experience; OR, any equivalent combination of experience, training and/or education.

Minimum Qualifications for hire as Administrative Associate:

Bachelor's degree in Business or other pertinent field AND one year of directly related administrative experience; OR, five years of directly related administrative experience; OR, any equivalent combination of experience, training and/or education.

For more details on the Administrative Assistant/Associate position, please review job number 41322 on the UA Career Track, The University of Arizona's on-line application system, at www.uacareertrack.com/applicants

Gotta Try It

Did you just learn a new computer short-cut? Or how to really get out that red wine stain? Please share!!! This is also the place to tell all your BETA friends about your favorite book, restaurant, or suggestions for a fun day trip.

Books and movie:

I will add my recommendation for WATER FOR ELEPHANTS by Sara Gruen. Great read! Also great reads: BEL CANTO and RUN and THE MAGICIAN'S ASSISTANT, all by Ann Patchett.

FALSE COLOURS by Georgette Heyer (the all time great diva of Regency romance). Just reprinted by Sourcebooks.

Feel like a good soppy romance movie that makes you laugh and cry: PS I Love You (DVD). Especially recommended for Bette Davis or Judy Garland fans.

Recommended by: Anna Wilkinson, Retired

The Handy Pantry

Five Items You Should Keep on Hand

Has this happened to you? It's been a long day at work, and you arrive home tired and hungry. After rummaging through the kitchen, you discover that your fridge is pretty much empty and your cupboards are bare. It's been such a long day that you just can't bring yourself to go to the market. So, what do you do? Chances are, you pick up the phone and call a local restaurant or pizza chain that delivers.



Ordering in can be a nice solution once in a while, but over time the costs can add up. Not only are you paying more for your food, you're also probably eating meals that aren't very healthy. The good news is that this can be avoided! Simply by keeping a few very specific products in your pantry, you'll be able to put together a quick and nutritious meal.

The first step is to stock quality items that are flexible enough to work with the ingredients you may have on hand in your fridge. Here are five great products to get you started:

1. **Imported Canned Tuna (packed in olive oil)** - Tuna has a myriad of uses. For starters, it's the key ingredient of a killer Salad Nicoise. Anyone who has a George Foreman Grill, panini press, or a grill pan can also use this tuna for an authentic Italian tuna panini. Canned tuna can even be used in making a great sauce for pasta. Simply drain the tuna and toss it into warm pasta, along with capers, cherry tomatoes, parsley, and olive oil.
2. **Dried Penne Pasta** - Everyone knows about the many different uses of dried pasta, but dried penne offers even greater flexibility. It is a fantastic replacement for elbow macaroni in mac and cheese. It can also serve as a terrific starch component in any casserole. Another nice feature of penne is its ability to be served at room temperature. If you've got cooked penne in the fridge, you can add it to leftover veggies, toss the mixture with a little Italian dressing, and serve it as an entrée pasta salad.
3. **Canned Beans** - Beans are great for chili, stews, and soups. They also make a nice addition to any salad. But maybe the best reason for keeping canned beans on hand is their use as a quick appetizer for guests who drop by without warning. A can of cannellini beans (drained) mixed with olive oil, garlic, chopped tomato, and any fresh or dried herbs you have on hand makes a great topping for grilled bread.
4. **Canned Chicken Stock** - This product has improved a great deal and is a far cry from the salty version you may remember from the past. Now, you can actually purchase organic and free-range chicken stock. Having stock on hand allows you to whip up a quick gravy or sauce for any meat dish. It's also a great base for many soups. Simply simmer one pound of vegetables, like carrots or cauliflower, in 4 to 6 cups of stock for 10 minutes. Process or blend until smooth, season with salt and pepper, and finish with a touch of cream.
5. **Canned "San Marzano" Tomatoes (chopped and whole)** - Imported from San Marzano, Italy, these are two of the best canned products on the market. Unless you have tomatoes growing in your back yard, you can't do much better, especially when it comes to making a great marinara sauce. They also make a fantastic tomato soup.

By keeping your pantry stocked with these flexible ingredients, you'll be able to prepare tasty meals in no time!

Questions for the Group

If you don't have news, but still want to know... I bet another BETA member could help!!!

BETA officers are looking for the contact information of BETA alumni as well as pictures of past BETA events. If you have contact information and/or pictures, please let one of the BETA officers know.

We have been asked to post a request for Compassionate Transfer of Leave hours for SAC past president Eva Gonzales who is in need of time. If you are able to donate please contact Donna Swibold (donna@physics.arizona.edu) for the necessary info. Thanks!

If you would like to contribute to the BETA E-Byte (and we hope that every member will) just e-mail Rebekah Salcedo at rsalcedo@email.arizona.edu with “BETA E-Byte contribution” in the subject line. Remember, to provide your name, title & department, and contact information in your contribution for members to contact you if they have questions, would like more info, etc...

Rebekah H. Salcedo
Membership Director