ABPAFS Monthly Meeting

**Thursday, July 25th**
Trotter House Lounge (1st Floor)

11:30 am to 1:00 pm

Theme: Mentoring

Parking is Available!!!
If you are planning to attend the concert please fill out the interest form by clicking on this link: [Kindred Family Soul/Rahsaan Patterson Concert Interest Form](#)

**Note:** The restaurant we will be dining at before the concert has been determined and will be “Southern Fires”

Please join ABPAFS for dinner at “Southern Fires” before the concert. If you would like to be part of a carpool or if you would like to follow behind us to the restaurant for dinner we will meet up at Arbor Land Mall parking lot by the **Nordstrom's Rack** at 4:30 pm. You can also choose to meet up with us at the restaurant or concert. Southern Fires is in walking distance of Chene Park.

If you plan to join us for dinner RSVP Charles Ransom at [ransomcg@umich.edu](mailto:ransomcg@umich.edu) so that he can make the proper reservations to accommodate our group. “Dinner is pay your own way”

**Restaurant: Southern Fires:**


**Recommended Seating’s**

Many of the ABPAFS members will or have purchased tickets in the 200 or 300 sections. There are still seats left in both sections. If you cannot get in the 200 or 300 sections there will also be alot members sitting in the 700 section. **All tickets no matter where you sit for this concert are $27.50**

**Seating Map/Ticket Prices**

If you have questions or suggestions feel free to contact me at (231) 206-5780

List Serve Request:

We want to update the ASSOCIATION OF BLACK PROFESSIONALS, ADMINISTRATORS, FACULTY AND STAFF (ABPAFS) email list. The current list is 5 years old. The only way we can update the list is if YOU AS CURRENT MEMBERS OF THE EMAIL LIST TELL NEW EMPLOYEES ABOUT THE EMAIL LIST AND TELL THE NEW EMPLOYEES TO FORWARD THEIR EMAIL ADDRESS TO ME CHARLES RANSOM RANSOMCG@UMICH.EDU.

If you know of employees in your unit who are not members of the email list and they agree with the mission of the organization. (http://www.umich.edu/~abpafs/by-laws.htm)

Please have those employees to forward their email address to me and I will add them to the email list.

Colleagues,

This is a request for your assistance with helping to generate a diverse candidate pool for the Ross School of Business Administration's Instructional Learning Assistant (#84486) vacancy. The vacancy is currently posted through July 25, 2013 on the Careers web site (http://umjobs.org/) and all interested individuals are encouraged to formally apply by the posting end-date. NOTE: the posting end-date may be extended.

In addition, candidates are encouraged to include in the cover letter that they became aware of this potential career opportunity as a result of diversity outreach networking.

Thanks in advance for sharing this announcement with your internal and external networks.
Jean

Apply Now (link opens in new window)

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<thead>
<tr>
<th>Job Opening ID</th>
<th>Working Title</th>
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<tbody>
<tr>
<td>84486</td>
<td>Instructional Learning Asst</td>
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Job Title  
Instructional Learning Asst

Work Location  
Ann Arbor Campus  
Ann Arbor, MI

Full/Part Time  
Full-Time

Regular/Temporary  
Regular

FLSA Status  
Nonexempt

Organizational Group  
School Bus Admin

Department  
ROSS SCH Computing Services

Posting Begin/End Date  
7/10/2013 – 7/25/2013

Career Interest  
Instructional Services

**Instructional Learning Asst (#84486): Ross School of Business Administration**

How to Apply
A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position, include your salary requirements, and outline skills and experience that directly relate to this position.

Job Summary
The Stephen M. Ross School of Business at the University of Michigan is a dynamic, distinctive learning community that is consistently ranked among the world’s leading business schools. Ross develops ideas that shape and people who lead complex, global organizations.

In addition to world-class academic departments in core business disciplines, the Ross School houses research institutes and centers that provide extraordinary thought leadership and learning opportunities. Ross academic programs include Full-time MBA, Part-time MBA, Executive MBA, Global MBA, MAcc, Master of Entrepreneurship, Master of Supply Chain Management, BBA, and PhD degree programs, as well as non-degree Executive Education programs. In January 2009, the Ross School opened a new, state-of-the-art facility that supports its commitment to delivering a transformational educational experience.

Ross Computing Services - Classroom Support  
Classroom Support is part of the Ross Computing Services department and serves the entire Ross community and our 31 classrooms located in 4 attached buildings. Classroom Support is responsible for the day to day technology operations from 7:00 a.m. - 11:00 p.m. at night.

Primary Function  
This position is for our evening shift that will support classes as well as special events and conferences. In addition to our routine operations, this position also includes scheduling and conducting videoconferencing, event recordings, maintenance, and troubleshooting of technology.

Responsibilities*
Support classroom audio/visual equipment  
> Provide high-touch, high quality customer service to faculty, staff, students, visitors and other members of the Ross community, assisting with audio/video, computer and rich media technology in classrooms and other instructional/study/event spaces.
> Operate, maintain, troubleshoot and support a wide range of media presentation and classroom technologies including data projectors, document cameras, videoconferencing equipment, audience response systems, smart boards, laptops, tablet PCs, DVD players, audio reinforcement systems, lighting controls, lecture capture equipment, HD recording equipment, podcast equipment, etc.
> Assist with the coordination, preparation and handling of all special events, projects and renovations.
> Specify and perform regularly scheduled maintenance procedures on all computers and equipment.
> Contact external vendors for day-to-day purchases and repairs.
> Work with and monitor vendors for major and capital projects.
> Evening and weekend support is required.

Teaching and Learning Support
Work directly with faculty to tailor instructional technology specific to their needs and the evolving needs of our degree programs.

Respond to client needs and collaborate with other information technology staff to identify, develop and implement appropriate technology solutions for teaching and learning.

Innovation
- Analyze, research, test and recommend new classroom, rich-media and event-related equipment and services.
- Stay current with technology trends, tools, and systems. Experiment with new technologies.
- Make recommendations on new technologies to senior management.

Customer relationship management
- Meet with faculty, staff, students, guests and other presenters to provide instruction, technical advice and basic computing support on the proper setup and use of all classroom and media equipment and services.
- Prepare the necessary documentation and guides to support the efficient and reliable use of all equipment.

2nd Tier HelpDesk support
- Backup the HelpDesk team for support as needed.
- Serve as a liaison between faculty, staff and guests who may need the services of the HelpDesk and Network teams.

Required Qualifications*
- Bachelor degree in Instructional Technology or an equivalent combination of education and experience.
- Considerable experience with complex audio-visual, media control systems, and working with various forms of digital media, preferably in an academic environment.
- Experience with video conferencing systems.
- Experience with Windows and Apple operating systems.
- Demonstrated excellent customer service skills necessary to deal with novice to advanced technology users.
- Demonstrated strong organizational and interpersonal skills.
- Good problem solving skills.
- Must have a demonstrated ability to work under tight deadlines.
- Ability to work independently, assume responsibility, exercise good judgment and communicate effectively.

Desired Qualifications*
- Experience working directly with faculty in a classroom setting, preferably assisting with ways to enhance the teaching and learning experience.
- Working knowledge of University policies and procedures.
- Experience creating or modifying programs for Crestron displays.
- Some basic understanding of networking.
- Working knowledge of Mediasite Lecture capture systems.
- Knowledge of Cisco Telepresence systems.

Additional Information
Physical Demands/Work Environment
- Requires the ability to travel to various locations to conduct work and deliver materials.
- The person in this position routinely moves through the facility to attend meetings/events and access files or information.
- Physical ability to sit, stand, walk, climb stairs, work on ladders.
- The person in this position routinely moves furniture and equipment weighing up to 50 pounds to class locations or other venues for student residencies or other events.
- Will require work during evening hours and weekends.
- The statements included in this description are intended to reflect the general nature and level of work assigned to this classification and should not be interpreted as all-inclusive.

U-M EEO/AA Statement
The University of Michigan is an equal opportunity/affirmative action employer.

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