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NOTE: the end-dates for the above postings may be extended.

• 2013 Women of Color STEM Conference
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For your convenience, summaries of the vacancies are provided below. Also, all of the vacancies are currently posted on the Careers web site (http://umjobs.org/) and interested individuals are encouraged to formally apply by the respective posting end-dates. In addition, please encourage applicants to include in their cover letter that they became aware of the career opportunity as a result of diversity outreach networking.

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

W Jean Tennyson
Human Resources Consultant and Coordinator of Diversity Recruitment
HR Recruiting & Emplymnt Srvcs - Faculty and Staff
University Human Resources - Faculty and Staff
Sponsored Affiliate
wtenny@umich.edu
734/615-9040

Apply Now (link opens in new window)
Enabling Technologies Librarian/Instructional Designer (#84901): University Library

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 salary requirements, and outline skills and experience that directly relate to this position.

Job Summary
The University of Michigan Library in Ann Arbor is one of the largest university library systems in the United States. Our seminal role in digitization enabled the creation of HathiTrust, a coalition of nearly 70 libraries with a growing digital collection that currently exceeds 10 million volumes.

The mission of the University Library is to support, enhance, and collaborate in the instructional, research, patient care, and service activities of the faculty, students, and staff, and contribute to the common good by collecting, organizing, preserving, communicating, and sharing the record of human knowledge.

The A. Alfred Taubman Health Sciences Library delivers high-quality health and biomedical information services to the University of Michigan's academic health sciences schools, basic and clinical research, bioinformatics and clinical translational science, and the U-M Health System (UMHS). Taubman Library also has a satellite location, MLibrary@NCRC, to meet the information needs of interdisciplinary academic researchers and industry-based partners at the North Campus Research Complex.

Liaison librarians and informationists are integrated as active partners, collaborators, and library faculty into the teaching, learning, and research initiatives of the Medical School, the School of Nursing, the School of Dentistry, the College of Pharmacy, the School of Public Health, and UMHS.

Offering tailored and innovative information programs and services, liaison librarians and informationists teach classes, collaborate on grant projects, consult on systematic reviews, develop web-based resources, and conduct assessment and evaluation, among many other activities.

The Taubman Library invites applications for the position of Enabling Technologies Librarian/Instructional Designer. This position provides a unique and exciting opportunity for a creative, service-oriented information professional to join an innovative digital library system. This is a key role on a new team dedicated to the facilitation of evidence-based instructional design to improve learning and performance in health sciences education. The Enabling Technologies Librarian will be able to apply instructional design theory/models to enhance instruction produced in a variety of environments and will focus on curriculum design and performance improvement for a wide array of disciplines in the health sciences.

Responsibilities*
The primary responsibilities of the Enabling Technologies Librarian will include:
* consulting with health sciences librarians about course design;
* collaborating with library colleagues on the development of needs assessments or program evaluations;
* working with others at Taubman Library to design and develop content in multiple formats using sound instructional design theory;
* sharing knowledge of evidence-based pedagogies and instructional technologies;
* assisting in developing materials designed to improve student learning and educational experience;
* collaborating with other units on campus to enhance the instructional mission of the University;
* identifying and developing partnerships with other units within UM that focus on instructional technology and performance improvement.
* taking part in a variety of research projects.

Required Qualifications*
* Graduate degree from an ALA-accredited library program or an equivalent combination of a relevant advanced degree and experience;
* Two years experience with instructional technology or design;
* Demonstrated creativity in designing instructional materials;
* Excellent interpersonal, communication, and presentation skills;
* Proven organizational, analytical, and problem-solving ability;
* Ability to work independently and collaboratively in a team-oriented environment;
* Innovative skills in the use of technology to deliver and manage information;
* Able to deal well with ambiguity in a fast-paced and ever changing environment;
* Able to travel throughout the University of Michigan campus to meet with library users within the schools and colleges

Desired Qualifications*
* Experience or coursework in health sciences librarianship;
* Familiarity with medical education content and curricula;
* Ability to design and deliver instruction in multiple formats, including utilization of multimedia;
* Experience incorporating instructional design theory and models in a variety of learning environments (e.g., hybrid, online, in-person);
* Experience with the development of needs assessments and program evaluations;
* Experience with mobile app creation, including associated computer programming;
* Experience with scripting of video-based instruction;
* Proficiency with graphics software (e.g., Photoshop, Illustrator, Camtasia).

Additional Information
Benefits, Rank and Salary:
Final rank and salary dependent on experience and qualifications; position is anticipated to be filled at Associate Librarian level. Professional positions receive 24 days of vacation a year; 15 days of sick leave a year with provisions for extended benefits as well as opportunities for professional development and travel.
Further information regarding benefits can be found at benefits.umich.edu/b...tgroups/faculty.html.

RETIREMENT OPTIONS: TIAA-CREF and Fidelity Investments options available.

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Application Deadline
Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended. Applications will be reviewed as received throughout the posting period and continue until the position is filled.

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

Posting Begin/End Date
7/23/2013 – 8/20/2013

Salary
$50,000.00 – $65,000.00

Career Interest
Human Resources

HR Generalist Intermediate/Senior (#84042): University Library

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.

NOTE: This position will be filled at either the Intermediate or the Senior level, depending on the qualifications of the selected candidate.

Job Summary
The University of Michigan Library (MLibrary) in Ann Arbor is one of the largest university library systems in the United States. In locations all over the Ann Arbor campus, MLibrary holds more than 8.5 million volumes. Each year, we add the equivalent of 2.5 miles of new material to one of the finest and most comprehensive collections of any academic library in the world. Our seminal role in digitization enabled the creation of HathiTrust, a coalition of nearly 70 libraries with a growing digital collection that currently exceeds 10 million volumes.

Library Human Resources strives to be a collaborative, innovative and service-oriented partner to the leadership, librarians and staff of MLibrary. We are adding a new role to our team to help us proactively support and engage the 500 librarians and staff working in our multiple facilities across campus. The HR Generalist will lead improvement and communications efforts through the integration of standard HR tools, processes and technology solutions. The HR Generalist will also work closely with managers, librarians and staff to promote a positive workplace through the resolution of concerns, the creation of new or revised programs, and by ensuring processes and programs are consistently communicated and effectively implemented. This position reports the Library HR Director.

Position Overview:

> Independently designs, implements and administers HR programs in the assigned areas of responsibility including communications, compensation, employee relations and staff development. Collaborates with management and staff and provides guidance and consistent application of policies and practices to maintain a positive staff relations environment.
> Provides support and guidance to leadership, librarians, and staff; facilitates effective communication; assists with the resolution of concerns; and mentors other HR team members.

> Manages improvement projects within the department and coordinating with Library staff to gather input and create solutions to meet the needs of our environment. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of the department and services performed.

> Develops metrics to monitor and improve department effectiveness. Collects and analyzes data to inform HR decisions by using the human resource information system, creating and optimizing data reports via Business Objects or similar query applications and other spreadsheet/database programs.

> Stays abreast of legal and University requirements affecting assigned functions, and monitors the department's service and performance.

Responsibilities*
Employee Relations
> Partners with management to assess and plan for the development of organizational capability, and structural needs.
> Assesses organizational climate by obtaining staff input (i.e. focus groups, surveys, staff meetings). Implement change activities in response to staff feedback to promote a positive and engaged organizational culture.
> Consults with management regarding performance management. Designs and supports implementation of development plans, training plans, corrective actions, or other projects.
> Performs job analysis including creating job descriptions and identifying job competencies.
> Conducts exit interviews as assigned. Gathers and shares information for organizational improvement.

Communications and Technology
> Serve as department lead for improving existing and creating new communications, templates and marketing methods to reach the Library community and prospective candidates.
> Oversees the planning, scheduling, and completion of projects within the HR department, as needed.
> Assesses, improves and maintains Library HR web presence based on usage and user feedback.
> Creates and conducts training and orientation sessions for the Library community for new and existing programs.
> Coordinates and attends meetings of the Library Human Resources Advisory Board. Contributes to Library or
> University committees.
> Establishes cooperative relationships with and provides support to other parts of the University as appropriate.

Workforce Planning & Employment
> Innovates and evaluates selection procedures and policies for librarians, staff and students. Develops and maintains
> sourcing tactics, effective interviewing and selection tools, and recruitment processes.
> Develops and implements a comprehensive recruitment strategy in conjunction with hiring managers.
> Consults with employees regarding opportunities for growth or movement within the organization.

Total Compensation
> Develops, implements, and evaluates compensation policies/programs and pay structures that support the
> organization’s strategic goals and budget.
> Analyzes salary and market data to make salary recommendations.
> Develops, implements, and evaluates rewards and recognition methods.
> Maintains general knowledge of University benefit programs.

Required Qualifications*
* Bachelor’s degree in Human Resources, business or related field and three to five years related human resource
experience as an HR generalist or an equivalent amount of experience and education.
* Working knowledge of relevant Federal and State labor and employment laws.
* Demonstrated excellence in written and oral communications to a wide audience is required.
* Strong organizational skills and the ability to successfully complete multiple tasks within established and changing
deadlines.
* Excellent analytical, problem-solving and decision-making skills.
* Previous experience promoting inclusion, awareness and understanding of diverse thought, cultures, race, gender,
and other differences
* Proficient with word processing, spreadsheet and database applications, i.e. Word, Excel, PowerPoint, and
PeopleSoft (or comparable system) including data entry and report writing.
* Demonstrated ability to use data analysis and reporting to drive decision making.
* Ability to exercise discretion and judgment regarding sensitive or confidential issues

Desired Qualifications*
* PHR/SPHR certification
* Master’s degree in business or related field.
U-M EEO/AA Statement
The University of Michigan is an equal opportunity/affirmative action employer.

Apply Now
(link opens in new window)
Libraries & Museums
General Office / Administrative Support

**ILL Borrowing Specialist (#85335): University Library**

**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.

**NOTE:** This is a three year term-limited position.

**Job Summary**

The University of Michigan, a leader in undergraduate and graduate education and one of the world’s premier research universities, has prominent faculty, rigorous academic programs, and a diverse cultural and social environment. MLibrary is one of the top research libraries in the world and enjoys a reputation for innovation. Recent leadership examples include the launch of HathiTrust, an unparalleled opportunity for the creation of new services in support of the teaching, learning, and research mission of the University, and facility upgrades that support undergraduate learning, writing, and research. Situated in the heart of Ann Arbor, the University of Michigan is in a unique urban area with a small-town atmosphere and a vibrant cultural and intellectual sensibility.

MLibrary Document Delivery (MLDD) is a critical part of the University of Michigan Library that facilitates research of our patrons both within the university and outside the university by obtaining and delivering scans of articles and loans of books from University of Michigan libraries and resources beyond the university. Materials requested are delivered electronically, physically to our patrons' departmental mailbox or shipped to partner institutions. MLDD is a fast paced production environment and does continuous process improvement utilizing technology, data and out of the box thinking. MLDD utilizes multiple software programs to manage the over 250,000 requests handled annually. MLDD also manages the Health Sciences Remote Shelving facility with 480,000 volumes. Staff are comfortable working collaboratively in a team environment.

**Responsibilities**

- Using various electronic databases search and place requests for books, articles, microforms, and audio/visual materials not available from MLibrary for patrons affiliated with UM-Ann Arbor, UM-Flint, and faculty of UM-Dearborn.

- Address high volume of complex requests with emphasis on rapid turnaround time and accuracy. Process renewal requests, recalled items, resubmit unfilled requests, and process requests requiring extensive searching and special handling.

- Process and deliver incoming borrowing articles to patrons via electronic delivery, email, and off-site PDF servers. Communicate with the scanning coordinator about problems. Direct the work of other Borrowing Processing staff in conjunction with Borrowing Coordinator to cover workflow.

- Search Mirlyn (UM Library catalog) to obtain call numbers, locations, and check availability of items requested from UM Ann Arbor patrons. Search various databases to obtain citation information and full text articles. Perform routine circulation functions such as checking books in and out and placing recalls on requested items. Troubleshoot requests not found when searching in the stacks. Functionally reports to the head of 7FAST for work direction.

- Provide service to patrons at the MLibrary document delivery front desk via phone or in person. Show patrons how to place requests electronically. Field and refer incoming email messages to the appropriate staff member. Assist in responding to unit email messages, solving problems and communicating status and other related issues to patrons.

**Required Qualifications**

- High school diploma and one to two years of library or office experience or equivalent combination of education and experience.
- Demonstrated ability to stay focused and work accurately with detail
- Demonstrated ability to meet departmental goals and work effectively with supervisors, peers, subordinates, and patrons
- Demonstrated interpersonal and communications skills
- Demonstrated ability to organize, ability to keyboard 35 wpm with accuracy

**Desired Qualifications**

- Some college education
- Previous experience working with the public
- Experience using an online library catalog
- Working knowledge of Mirlyn, OCLC, FirstSearch and other on-line resources
- Working knowledge of a non-English Western European and/or Asian language.

**Application Deadline**

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended.
**Director of Information Technology (#85280): ITCS-Merit Network**

**Job Summary**
All applicants must submit a cover letter and resume to be considered for this position. In order for the Career Portal system to accept a cover letter, please include a cover letter as the first page of your resume.

Merit Network Inc., a nonprofit corporation owned and governed by Michigan's public universities, owns and operates America's longest-running regional research and education network. In 1966, Michigan's public universities created Merit as a shared resource to help meet their common need for networking assistance. Since its formation, Merit Network has remained on the forefront of research and education networking expertise and services. Merit provides high-performance networking solutions to Michigan's public universities, colleges, K-12 organizations, libraries, state government, healthcare, and other non-profit organizations.

For more information: [www.merit.edu](http://www.merit.edu)

Merit Network is seeking a strategic director to lead and oversee infrastructure and service delivery internally and externally. Merit requires a leader who will lead the infrastructure and service delivery teams, manage delivery of external IT services, and help develop new services. Merit is a team-oriented culture focused on the success of our members. The director will be passionate about serving our members, developing our staff, building strong teams and being part of a winning team.

**Responsibilities***

*Lead two teams: IT Infrastructure Team and Service Delivery Team.*

- IT Infrastructure Team administers technical support and manages internal and customer infrastructure including arrays, blade chassis and the operating system to operate the underlying infrastructure and responsible for internal user support.

- Service Delivery Team designs, implements, and supports IT based services. The Service Delivery Team is responsible for support of Merit's sales team working with members to scope solutions. The Service Delivery Team is involved with service training for members, sales and support for center personnel. Another key component is the development and improvement of new and current services.

*Strategic leadership of information technology functions, to include enterprise architecture, budget and development of new customer facing IT services. Additionally, establishes IT policies, standards, best practices and security measures to ensure effective and consistent service delivery, and maintains knowledge of technology and industry trends.*

*Leads and oversees multiple projects to ensure that specifications, budgets, cost targets and project deadlines are
*Collaborates with other leaders to prioritize projects, develop and implement systems plans that address the internal information requirements of the organization, and external commitments. Ensures services sales team knows what IT can deliver to external customers and always delivers high-quality solutions to customers on time and on budget.

This position reports to Merit’s Vice President for Network Engineering and Operations.

**Required Qualifications**
* Significant leadership and management experience (leading teams and leaders) coupled with a broad technology background in SaaS, hosted applications, enterprise architecture, infrastructures, networks, software development, applications, and platforms.

* Experience in architecting and engineering of IT services.

* Experience supporting service delivery and operations to internal and external customers.

* Project management experience.

* Experience interpreting financials related to IT and understanding business drivers and the relationship to IT solutions.

* Experience in setting and reviewing organization policies and provide direction for HIPAA alignment and other security and privacy compliance standards.

* Bachelor’s degree in technical or business field, or equivalent.

* Ability to thrive in a team environment; and partner at all levels in the organization.

* Life-long learner.

* Excellence in professionally developing staff and building winning teams.

* Customer focused.

* Strategic thinker and leader.

* Not afraid to roll up their sleeves and be hands-on.

* Strong written and verbal communications combined with great people skills.

* Strong judgment, analytical and cost analysis ability.

**Desired Qualifications**
* Master’s degree in technical or business field.

**Salary Commensurate With Experience**

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

Apply Now_ (link opens in new window)
For more information: [www.merit.edu](http://www.merit.edu)

**Job Objective:**

The Director of the Merit Sales Department is responsible for creating and implementing sales plans, strategies, and other programs to acquire new Members and sell services to existing Members. This position oversees sales of existing services and provides input to the Product Development Department for analysis of the services product development lifecycle. This includes assessing new markets, analyzing business opportunities, developing sales forecast plans, and working with management and sales staff on closing and contract negotiations.

Merit's current portfolio of services include: Community Development and Support, Hosted Applications, Hosted Infrastructure, Network Services, and Research and Cyber Security.

More details are available online at: [www.merit.edu/services/](http://www.merit.edu/services/)

**Responsibilities***

*Set and articulate the strategic direction of the Sales Department.
*Manage the activities of the sales team in selling Merit services.
*Prepare regular and special sales reports that reflect the activities and results of the sales force.
*Develop a dynamic sales team, including the ongoing professional development of the sales staff for both performance and accountability.
*Participate in strategic market analysis, including estimated market size and take-rate of service.
*Work operationally and strategically with Merit IT Operations, Communications, Member Relations, Network Operations, and other Merit departments in developing solutions to meet the needs of Merit's Members.
*Participate as a director reporting to Merit's Vice President of Member Relations, Services, Product Development, and Communications.
*Develop and manage budgets for department and each service line, including a three-year sales forecasting plan.
*Lead sales staff in developing and implementing strategic sales plans to expand Merit service offerings to existing and potential Members.
*Recruit and hire staff as necessary to meet the strategic and operational goals of the Merit Sales Department.
*Work collaboratively with Merit's Member Relations Director to coordinate outreach plans with Member Relations Managers.
*Act as a representative for Merit Network to relevant audiences at regional and national level. These audiences include: Internet2, higher education partners, funding agencies and foundations, state government, and other partner organizations.
*Work with, and in some cases lead, community meetings, and online webinars to promote Merit's services in various market segments.
*Participate in Professional Development/Training activities to keep abreast of trends in networking and IT services.
*Travel throughout the state of Michigan to promote Merit and Merit Services, and form partnerships.
*Ability to travel out of state at least 2-3 times per year to attend conferences, (Internet2, EDUCAUSE, etc.) to obtain additional knowledge about growing technology trends and to interact with the K-20 educational community.
*Other related sales activities.

**Required Qualifications***
*Bachelor's degree in Sales & Marketing, Communications, Business Education or Development, or related field.
*Candidate should have at least 5 years' experience managing a sales team and developing results driven sales plans.
*Five years of managerial experience leading and managing a sales team.
*Building a dynamic sales force team.
*Developing sales and business plans.
*Working in a dynamic team environment.
*Extensive customer service aptitude and experience.
*Self-motivated and work well independently, as well as part of a leadership team.
Desired Qualifications*
*Excellent written and verbal communications.
*Excellent presentation skills.
*Experience working with and selling IT solutions to higher education, K-12 educational institutions, libraries, research institutions, government, and other public sector non-profit organizations a plus.

*Salary Commensurate With Experience*

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

Apply Now
(link opens in new window)

JOB DETAIL

Job Opening ID
85176

Working Title
Cyber Security Research Analyst

Job Title
Sys Programmer/Analyst Inter

Work Location
Ann Arbor Campus
Ann Arbor, MI

Full/Part Time
Full-Time

Regular/Temporary
Regular

FLSA Status
Exempt

Organizational Group
Affiliated It Orgs

Department
ITCS-Merit Network

Posting Begin/End Date
7/29/2013 – 8/12/2013

Salary
$55,000.00 – $75,000.00

Career Interest
Information Technology

Cyber Security Research Analyst (#85176): ITCS-Merit Network

Job Summary
Applicant instructions: All applicants must submit a cover letter and resume to be considered for this position. In order for the Career Portal system to accept a cover letter please include a cover letter as a page of your resume document.

Merit Network, Inc., a non-profit corporation governed by Michigan's public universities, owns and operates America's longest-running regional research and education network. Founded in 1966, Merit provides high-performance networking and services to the research and education communities in Michigan and beyond, serving the needs of member universities, colleges, K-12 schools, libraries, state government, healthcare, and other non-profit organizations. Merit believes in the strength of a robust educational community. By connecting organizations, building relationships and sharing services, institutions can achieve far more together than they can alone.

Merit Network Inc. is seeking a candidate to assist and participate in research projects in Cybersecurity technologies. The candidate will be an active participant in current development of the Michigan Cyber Range (www.merit.edu/cyberrange) and its associated research and education projects, as well as assist in the preparation of new grant proposals. As a member of Merit's Red Team, the candidate will plan, and execute cyber warfare exercises as part of the Michigan Cyber Range's education and training mission. This position will be under the direct supervision of the Cyber Security Research Engineer.

Responsibilities*
*Day to day operation of the Range.

*Assisting Cyber Range users to connect and operate courses and exercises.

*Organizing and leading a Red Team during force on force Cyber Range events.

*Keeping current of cutting edge security issues and techniques.

*Providing technical vision and design for range usage.

*Developing, constructing and running range events.

*Coordinate activities with other groups outside and within Merit.

*Conduct a variety of programming tasks including program design, program coding, debugging and documentation for software/systems and application programs.

*Construct and network virtual machines in a laboratory environment.

*Participate in research activities for various ongoing projects, including the development of novel ideas and techniques.

*Preparation of progress reports, presentations, technical papers and participating in and presenting at scientific meetings and conferences.

*Preparation of new project proposals, grant applications, which include budgets and development plans.

*Work with University faculty, other faculty, Merit management and staff to identify promising areas of cyber security technology and applications.

*Teach classes, seminars and lectures to Merit staff and others on emerging cyber security technologies, techniques and applications.

**Required Qualifications**

*BS degree in computer science or a related field or an equivalent combination of education and experience.

*1-3 years of experience working and networking virtual machines.

*2-4 years of software development in C, C++, PHP, BASH, and other languages.

*1-3 years of experience in effectively communicating complex technical concepts and information to a wide range of individuals both within and outside of Merit.

*Demonstrated skills in project planning and implementation.

*Linux administration at the Large, Enterprise or Global scale.

*Participation in Capture the Flag (CTF) tournaments.

*Ability to work within a team setting.

**Desired Qualifications**

*MS/PhD degree in computer science or a related field or an equivalent combination of education and experience.


*Performing penetration testing of both systems and applications.

*Creating virtual data centers using VMware's VCenter.

*Experience in computer and network security, especially penetration testing and security evaluation is critical.

*Experience making presentations to technical and other audiences.

*Experience in working in a fast-paced research and development environment.

*Experience using Puppet to configure and maintain virtual server infrastructure.
*Using open-source security tools, such as Metasploit, Nmap, Wireshark, Nessus, Snort and the tool sets available through BackTrack 5 rev 3.

*Forensic Suites, Helix & Encase a plus.

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

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**JOB DETAIL**

**Job Opening ID**
85281

**Working Title**
Recruiting Coordinator

**Job Title**
Recruiting Coordinator Unit

**Work Location**
Ann Arbor Campus
Ann Arbor, MI

**Full/Part Time**
Full-Time

**Regular/Temporary**
Regular

**FLSA Status**
Exempt

**Organizational Group**
College Of Lsa

**Department**
LSA UG: Student Recruitment

**Posting Begin/End Date**
7/31/2013 – 8/14/2013

**Salary**
$40,000.00 – $47,000.00

**Career Interest**
Academic & Student Services

**Recruiting Coordinator (#85281): LSA UG -- Student Recruitment**

How to Apply
Apply online through umjobs.org. A cover letter is required for consideration for this position and should be attached as the first page of your resume. Additionally, send a copy of your cover letter and resume to lsarecruit@umich.edu. Incomplete applications will not be considered.

Job Summary
The College of Literature, Science, & the Arts (LSA) invites applications for the Recruiting Coordinator position in the Dean's Office. LSA is an extraordinary center of inquiry, discovery, and creativity for over 16,000 undergraduates. Student Recruitment is a high-energy unit reporting to the Associate Dean of Undergraduate Education and also to the Assistant Dean for Advancement.

Responsibilities*
The Student Recruitment team strategy is to recruit and retain a class of high-achieving, motivated students who contribute to campus diversity and leadership, while also providing internship opportunities and access to global experiences. Our unit is a dynamic, friendly work environment that values innovation and collaboration. The Recruiting Coordinator represents the College to external and internal audiences and collaborates with colleagues in the Office of Undergraduate Admissions, Office of Financial Aid, Development, Marketing & Communications (DMC), Michigan Learning Communities, LSA departments, and colleagues from the other U-M colleges/schools to perform the following responsibilities:

40% Student Recruitment

- Articulate the value and benefits of a U-M liberal arts education to thousands of prospective students and their parents
- Attend college fairs, high school visits, and programs in Michigan and targeted states
- Develop, plan, and implement on-campus visits and events for prospective students
- Coordinate recruitment activities with the Michigan Learning Communities and departments
- Network and maintain relationships with secondary school partners
- Prepare short- and long-term recruiting strategies and provide measured results
- Meet with prospective students and respond to inquiries
- Supervise student employees

25% Community & Student Development
- Cultivate long-term relationships with over 1,100 LSA scholarship recipients from pre-enrollment through post-graduation
- Assist relevant student organizations with communications and event planning
- Counsel students on academic, program, & financial resources

20% Development & External Relations
- Collaborate with LSA-DMC on communications to scholarship recipients
- Assist with creating a culture of giving

10% Scholarship Administration
- Identify & evaluate scholarship candidates to help yield a high quality, diverse student body
- Assist with student retention

5% Professional Development
- Maintain active membership in relevant national and statewide organizations
- Stay apprised of state/national issues and best practices in admissions, recruitment, scholarships, and financial aid
- Maintain working knowledge of LSA offerings, policies, student life, etc.

Required Qualifications*
- Support the Colleges dual mission: both to change lives and to transform minds
- Bachelors degree, preferably in liberal arts
- Two or more years of college administration experience
- Strong written and verbal communication skills, with demonstrated public speaking experience
- Advanced administrative and organizational skills, including prioritization, responsiveness, and attention to detail
- Event planning experience
- Ability to handle multiple projects in an environment characterized by change and seasonal cycles
- Demonstrated effective interpersonal skills, including initiative, enthusiasm, and respect for individuals
- Innovative & creative problem solver
- Work as a collaborative team member
- Self-motivated, with ability to act independently
- Capacity to exercise initiative, independent judgment, diplomacy, and confidentiality with a positive service-oriented attitude
- Proficiency using MS Office products
- Ability to travel overnight, and work evening and weekend hours
- Possess a valid drivers license and maintain an acceptable driving record

Desired Qualifications*
- Experience with college admissions & recruitment strategies, scholarship administration, alumni relations, philanthropy, or educational administration;
- Experience promoting college access for diverse populations, including low-income, first-generation, and/or traditionally underrepresented in higher education
- Ability to understand & communicate the value of philanthropy
- Reasonable knowledge of University policies, rules, and administrative procedures
- Experience with or ability to learn PeopleSoft modules
- Familiarity with University of Michigan structure, resources, and policies

U-M EEO/AA Statement
The University of Michigan is an equal opportunity/affirmative action employer.
ABPAFS MONTHLY MASS MEETING-
THURSDAY, AUGUST 22ND
THEME-GOAL SETTING

The next ABPAFS meeting will be on Thursday, August 22nd 11:30 to 1:00 pm. The meeting will be in the Basement level of the Main Hospital in the Dept. of Radiation Oncology in room UHB2C430.
The theme of this meeting is goal settings. The dialogue will focus on strategies for setting goals and ways of holding yourself or others accountable. If you have a goal and would like to share it or if you would like assistance in helping you achieve your goal than this is a meeting you want to attend.

Feel free to contact me if you have goal setting exercises you would like to share or if you would like to present at this meeting. My office number is (734) 763-0192 and my cell number is 231-206-5780

Directions to Meeting: Take patient elevators near entryway to cafeteria to basement level II. As you enter the cafeteria (2nd floor of hosp) there is a bank of newspaper stands that are built into the wall. Just beyond those newspapers is a corridor on your right. Make that right, then a very quick left. Take the patient elevators to the B2 level.

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ABPAFS PICNIC/TAILGATE
SAT., SEPTEMBER 7 2013 AT VETERANS PARK 11:30 AM TO 4:00 PM. MORE DETAILS TO COME

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