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Colleagues,
This is a request for your assistance with helping to generate a diverse applicant pool for the School of Dentistry's **Course Support Team Lead vacancy (#91853)**. This vacancy is currently posted through **February 10, 2014** on the Careers website ([http://umjobs.org/](http://umjobs.org/)) and all interested individuals are encouraged for formally apply by the posting end-date.

Applicants are also highly encouraged to include in their 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

**Course Support Team Lead (#91853): School of Dentistry**

**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 and outline skills and experience that directly relate to this position.

**Responsibilities***
Create clinical rotation schedules for dental students. Establish contact with rotation sites and verify rotation requirements. Work with scheduling software company to develop schedules. Verify completed schedules for accuracy and distribute to customers.

Provide assistance and coordination of academic courses for the School of Dentistry. Serve as a liaison independently coordinating communication between course directors, faculty and students. Analyze and resolve complex requests and issues. Work as the Team Lead to help establish office operations and best practices.

Collect, enter and track data for the Oral Medicine and Radiology competencies. Run periodic reports and communicate status with students.

Serve as a point person to administration and faculty for the curriculum management system.

Contribute assistance in the development and performance of additional projects to assess educational outcomes and attainment of accreditation standard.

**Required Qualifications***
Candidates must have recent office experience including three years in an academic setting preferably in Academic Affairs or Student Services. Applicants must have previous work experience organizing data. Candidates should be experts in Excel, PowerPoint and Microsoft Word. Excellent written and verbal communication skills are required. Candidates should have a demonstrated ability to embrace new projects, find creative solutions and embrace a cooperative attitude. Applicants should be self-motivated and highly dependable. Superb attention to detail. Excellent organizational skills and attendance record. Must be able to multitask and manage a diverse workload in a timely and professional manner.
Dental Dispensing Assistant (#91876): School of Dentistry

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 and outline skills and experience that directly relate to this position.

Responsibilities*
Dispense and retrieve dental instruments and equipment utilizing the online tracking system. Inspect instrument packages equipment packages for completeness upon return. Provide excellent customer service skills during student/faculty interactions and instrument program inventory.

Prepare, order and inventory materials used for patient care and laboratory procedures to include the supplies in assigned dispensing, clinic and laboratory areas. Aid in clinic and cubicle maintenance as well as dispensing areas assuring all expired materials are taken out of circulation and are properly disposed of per OSHA guidelines.

Monitor student and faculty compliance regarding infection control protocols. Participate in maintenance compliance issues to include changing suction filters and...
flushing suction lines and record keeping of the process including a log of dates when procedures are carried out. Stock consumables items into student cubicles.

Maintain medical emergency equipment, deliver needed supplies for code alerts. Assist with preparations for extracurricular clinic activities to include licensing examinations. Assist with orientation of new staff.

**Required Qualifications**
Some knowledge of bloodborne pathogens standard and basic principles of infection control. Ability to memorize individual instruments and components of all instrument and equipment packages dispensed for patient care. Excellent customer service skills including the ability to anticipate needs of customer while dispensing instruments, equipment and commodities for dental procedures performed in clinic. Good computer skills including data entry. Demonstrated interpersonal skills with ability to work as a team member. Ability to follow oral and written instructions from department supervisor. Ability to perform a wide range of physical activity to include lifting, pulling, bending and manual dexterity movements. Excellent communication skills. Excellent organizational skills. Excellent attention to detail. Excellent ability to multi task. Excellent attendance record.

**Desired Qualifications**
Basic knowledge of dental materials, dental instruments and dental equipment is strongly desired.

**Work Schedule**
Hours 8:30 a.m. - 5:30 p.m.

**Work Locations**
This position is located in the School of Dentistry at 1011 N University.

**Additional Information**
NOTE: This position is a one year term-limited appointment.

**Background Screening**
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.

**Mission Statement**
The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future. The University of Michigan is committed to foster learning, creativity and productivity, and to support the vigorous exchange of ideas and information, not only in the classroom but in the workplace by: -Creating a work environment in which people treat each other with respect and dignity, regardless of roles, responsibilities or differences. -Providing support, direction and resources enabling us to accomplish the responsibilities of our jobs and to reach the goals that are set for professional and personal growth.

**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.

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

**Merit Support Center (MSC) Supervisor - Analyst Team (#91712): ITCS-Merit Network**

**How to Apply**
A cover letter and resume are required; the cover letter must be PAGE 1 of your resume. The letter should:

1. specifically outline the reasons for your interest in the position;
2. outline your particular skills and experience that directly relate to this position.

**Job Summary**
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.

The Merit Support Center (MSC) provides 24/7 365-day first level pre-sale and post-sale support for all Merit services including network connectivity, cloud services, and other services as well as administrative support to Merit Members and Customers.

The Merit Support Center supervisor oversees a shift within the MSC providing responsive and high quality technical and administrative support in a 24x7 environment. Supervisors keep the daily operations of the MSC flowing smoothly.

**Responsibilities***
*Provide support, direction and assistance to MSC Analysts on all areas of their assigned duties.

*Be proficient at the Analyst position in the MSC and have an understanding of the Associate position.

*Participate in on call rotation for escalated MSC service issues.

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**Job Detail**
- **Job Opening ID**: 91712
- **Working Title**: Merit Support Center (MSC) Supervisor - Analyst Team
- **Job Title**: Network Control Associate Supr
- **Work Location**: Ann Arbor Campus
  - Ann Arbor, MI
- **Full/Part Time**: Full-Time
- **Regular/Temporary**: Regular
- **FLSA Status**: Nonexempt
- **Organizational Group**: Affiliated It Orgs
- **Department**: ITCS-Merit Network
- **Posting Begin/End Date**: 1/24/2014 – 2/02/2014
- **Salary**: $48,000.00 – $0.00
- **Career Interest**: Information Technology
*Responsible for training new employees in policies and procedures.

*Initiates and drives process changes designed to improve efficiency and customer satisfaction.

*Responsible for ensuring issues are progressed and updated accordingly during the shift.

*Escalation point for incidents and issues from both external and internal sources.

*See that service tickets are worked effectively and efficiently and that the work with Merit internal teams, Merit Customers, Members and Service Providers is effective in resolving service issues in accordance with established processes and procedures.

*Ensure effective triage and escalations occur to appropriate individuals, teams, and organizations in a timely manner to ensure efficient resolution and to minimize customer impact.

*Ensuring support issues are resolved within the SLA and to the satisfaction of the customer.

*Timely and frequent communication to ensure availability issues are understood and on target for resolution.

*Responsible for reporting and escalating issues to the MSC Director.

*Recommend revisions to existing policies and procedures to make them more effective.

*Lead the creation and documentation of MSC procedures to better optimize Merit Support Center operations.

*Develop standardization and consistency through process, procedure, and workflow management.

*Partner with multiple teams across the organization to identify and track key metrics.

*Project lead for special projects as assigned.

*Delivering a highly customer focused service to our clients --to exceed customer expectations both in technical resolution and customer service.

*Identifying training requirements for the MSC team and reporting back to management.

*Provide feedback to the MSC Director regarding team members and team performance.

*Participate in Professional Development activities to continually improve skills and knowledge of trends in networking and IT services.

**Required Qualifications**

* A bachelor's degree in computer science, engineering networking or equivalent combination of education and relevant experience.

*Knowledge and experience with outside and inside plant fiber optic infrastructure.

*Demonstrated leadership skills.
*Ability to work outside of normal business hours, some overtime required.

*Strong interpersonal, written, and verbal communication skills.

*Some network and network-based service monitoring and management tool experience.

*Strong desire to provide exceptional service to the Merit community.

*Ability to interact with technical and non-technical customers in a positive and supportive manner regardless of circumstances.

*Knowledge of host-based services and some understanding of Unix and Windows.

*Fluency with the following applications: MS Word, MS Excel, MS PowerPoint and Adobe Acrobat Pro.

*Proficient at using email, shared calendaring, and other collaborative applications.

*Strong customer service background and demonstrated organizational skills.

*Must be self-motivated and work well within a team environment and also have the ability to work independently.

*Ability to manage multiple issues in a fast-paced environment.

*Be a continuous learner. Have the ability to learn and enjoy learning new things.

**Desired Qualifications**

*Experience with 24/7 service support policies and procedures. Knowledge of network and Internet-work technologies.

*Demonstrated excellence at maintaining strong working relationships with multiple clients, organizations, customers, management, and peers.

*Experience continually improving the organization's capability, effectiveness, and reputation.

*Experience with Salesforce.com CRM.

*Experience working with higher education, K-12 educational institutions, libraries, research institutions and other public sector non-profit organizations a plus.

**Work Schedule**

Primary schedule will be Monday through Friday (days) - early shift. Candidate must have experience, willingness and ability to work fixed schedules outside of normal business hours, to work holidays and a changing schedule. Some overtime will be required as needed.

**Additional Information**

*Starting salary may vary depending on qualifications and experience of the selected candidate.

*Relocation assistance is not available for this position.
**U-M EEO/AA Statement**
The University of Michigan is an equal opportunity/affirmative action employer.

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**Merit Support Center (MSC) Supervisor - Associate Team (#91801): ITCS-Merit Network**

**How to Apply**
A cover letter and resume are required; the cover letter must be PAGE 1 of your resume. The letter should:

1. specifically outline the reasons for your interest in the position;
2. outline your particular skills and experience that directly relate to this position.

**Job Summary**
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.

The Merit Support Center (MSC) Associate team provides pre-sale and post-sale support for all Merit services including network connectivity, cloud services, and other services as well as administrative support to Merit Members and Customers.

The Merit Support Center supervisor oversees the MSC Associate team providing technical and administrative support. The supervisor will keep the daily operations of the MSC Associate team flowing smoothly.

**Responsibilities**
* Provide support, direction and assistance to MSC Associates on all areas of their assigned duties.
* Be proficient at the Associate position in the MSC.
* Responsible for training new employees in policies and procedures.
*Initiates and drives process changes designed to improve efficiency and customer satisfaction.

*Responsible for ensuring issues are progressed and updated accordingly.

*Escalation point for incidents and issues from both external and internal sources.

*See that service tickets are worked effectively and efficiently and that the work with Merit internal teams, Merit Customers, Members and Service Providers is effective in resolving service issues in accordance with established processes and procedures.

*Ensure effective triage and escalations occur to appropriate individuals, teams, and organizations in a timely manner to ensure efficient resolution and to minimize customer impact.

*Ensuring support issues are resolved within the SLA and to the satisfaction of the customer.

*Timely and frequent communication to ensure availability issues are understood and on target for resolution.

*Responsible for reporting and escalating issues to the MSC Director.

*Recommend revisions to existing policies and procedures to make them more effective.

*Lead the creation and documentation of MSC procedures to better optimize Merit Support Center operations.

*Develop standardization and consistency through process, procedure, and workflow management.

*Partner with multiple teams across the organization to identify and track key metrics.

*Project lead for special projects as assigned.

*Delivering a highly customer focused service to our clients - to exceed customer expectations both in technical resolution and customer service.

*Identifying training requirements for the MSC Associate team and reporting back to management.

*Provide feedback to the MSC Director regarding team members and team performance.

*Participate in Professional Development activities to continually improve skills and knowledge of trends in networking and IT services.

**Required Qualifications**

*A bachelor's degree in computer science, engineering networking or equivalent combination of education and relevant experience.

*Knowledge and experience with outside and inside plant fiber optic infrastructure.

*Demonstrated leadership skills.

*Strong interpersonal, written, and verbal communication skills.
*Strong desire to provide exceptional service to the Merit community.

*Ability to interact with technical and non-technical customers in a positive and supportive manner regardless of circumstances.

*Knowledge of host-based services and some understanding of Unix and Windows.

*Fluency with the following applications: MS Word, MS Excel, MS PowerPoint and Adobe Acrobat Pro.

*Proficient at using email, shared calendaring, and other collaborative applications.

*Strong customer service background and demonstrated organizational skills.

*Must be self-motivated and work well within a team environment and also have the ability to work independently.

*Ability to manage multiple issues in a fast-paced environment.

*Be a continuous learner. Have the ability to learn and enjoy learning new things.

**Desired Qualifications**

*Demonstrated excellence at maintaining strong working relationships with multiple clients, organizations, customers, management, vendors, and peers.

*Experience continually improving the organization's capability, effectiveness, and reputation.

*Experience with Salesforce.com CRM.

*Experience working with higher education, K-12 educational institutions, libraries, research institutions and other public sector non-profit organizations a plus.

**Work Schedule**

Monday through Friday, normal business hours. Some overtime may be required.

**Additional Information**

*Starting salary may vary depending on qualifications and experience of selected candidate.

*Relocation assistance is not available for this position.

**U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.
How to Apply
A cover letter, resume, and 3-5 professional references are required for consideration for this position. The cover letter should be attached as the first page of your resume and should address your specific interest in the position and outline skills and experience that directly relate to this position. Applicants who do not meet these requirements will not be considered.

Job Summary
The Department of Periodontics & Oral Medicine is seeking a resourceful and detail-oriented individual who will provide administrative support services and will report to the department manager and department chair. The Admin Assistant Senior will work closely with the department chair and the department manager in carrying out the day-to-day operations and provide excellent customer service.

Responsibilities*
Responsibilities and duties include working closely with the department chair and manager; facilitating faculty governance in POM, strategic initiatives and collaboration with dental professional organizations. Also, to co-manage at the department level the chair's and department manager's calendars, schedule meetings, prioritize work assignments and programs, write general correspondence, take minutes, prepare agendas, materials, make copies and distribute, maintain various filing systems, maintain databases and spreadsheets; sort and route mail; coordinate department events and continuing education courses.

The highly capable individual will also play a key role in supporting the department's academic mission by assisting with ad hoc faculty committees and faculty affairs. Responsibilities include: coordinating faculty new appointments and re-appointments, promotions and annual reviews and scheduling interviews to coordinating department orientation. Additionally, this individual will coordinate clinical credentialing and international scholar processing and onboarding.

Coordinate travel and conference arrangements for the department chair and faculty; may also initiate purchases for faculty/staff (e.g. Pcard holder or out-of-pocket) for travel, hosting, advances and dues. Create and maintain department committee assignments. Gather and prepare information for reports, the department website and organization charts.

Utilize discretion and appropriate judgment, diplomacy, team spirit attitude and follow-through in
providing general support.

**Required Qualifications***
Experience supporting executive level positions: Dean/Chair/Director preferably at the University of Michigan. 5 or more years of relevant experience performing responsible office duties including drafting correspondence for executive level positions. Experience providing administrative support to multiple people. A Bachelor's degree or an equivalent combination of education and experience. Must demonstrate ability to organize and coordinate a large and diverse workload with attention to detail and meet deadlines in a timely manner while demonstrating flexibility when priorities and deadlines change. Must demonstrate ability to organize and coordinate a large and diverse workload with attention to detail and meet deadlines in a timely manner while demonstrating flexibility when priorities and deadlines change. Must demonstrate ability to exercise initiative, independent judgment, diplomacy and confidentiality with a positive service-oriented attitude. Excellent organizational and interpersonal skills including the ability to work cooperatively with faculty, students and staff in a diverse academic environment. Must demonstrate excellent computer skills with proficiency in Excel, MSWord and PowerPoint. Must demonstrate ability to problem solve, work independently and as a member of a team with minimal supervision.

**Desired Qualifications***
Knowledge of faculty governance is strongly desired. Experience working in an academic setting is strongly desired. Experience working with MPathways is desired. Experience working with dental professional organizations is beneficial. Experience and familiarity with coordinating faculty reappointments, promotions and annual reviews is strongly desired. Experience with credentialing.

**Work Locations**
This position is located at the School of Dentistry at 1011 N. University.

**Background Screening**
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.

**Mission Statement**
The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future. The University of Michigan is committed to foster learning, creativity and productivity, and to support the vigorous exchange of ideas and information, not only in the classroom but in the workplace by: -Creating a work environment in which people treat each other with respect and dignity, regardless of roles, responsibilities or differences. -Providing support, direction and resources enabling us to accomplish the responsibilities of our jobs and to reach the goals that are set for professional and personal growth.

**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.

**U-M EEO/AA Statement**
The University of Michigan is an equal opportunity/affirmative action employer.
Skilled Trades Apprenticeship--Various Trades (#91690): Facilities Maintenance/Work Control

How to Apply
This posting is notification of an open application period for any apprenticeship openings that may occur between April 1, 2014 and March 31, 2015.

ONLY NON-TEMPORARY EMPLOYEES OF THE UNIVERSITY OF MICHIGAN WILL BE CONSIDERED FOR THESE POSITIONS.

Candidates for Skilled Trades Apprenticeships must submit a detailed resume outlining work experience, education, skills, and relevant hobbies. Candidates must submit a cover letter to summarize their interest in and qualifications for an apprenticeship in the Skilled Trades. Cover letters must specifically answer the following questions:

1. Why do you want to work as an apprentice at the University of Michigan?
2. What do you believe are your qualifications for a career in the Skilled Trades?
3. Describe a significant accomplishment of which you are proud.

The Joint Apprenticeship Committee will review and evaluate the resumes and cover letters in order to determine which candidates to invite to take a mechanical aptitude test.
Candidates who score sufficiently high on the aptitude test and subsequent interview with the Joint Apprenticeship Committee will have their names placed in a pool for consideration for Skilled Trades Apprenticeships openings.

If openings arise for apprenticeships in the above-mentioned departments, a final interview will be offered to the highest-rated candidates in the pool for the trade in question. Candidates for the positions will remain in the pool for a period of one year.

Responsibilities*
As an apprentice, learn and perform the duties of a trade such as: Cabinet Maker, Carpenter, Electrician, Elevator Mechanic, HVAC Mechanic, Industrial Electrician, Pipecoverer, Plasterer, Plumber, Sheetmetal Worker, Steamfitter, Telecommunications Specialist, or Welder, under the direction of a Skilled Trades Journeyperson in the respective trade. Work environment may include very hot or cold conditions; working at heights, on ladders, scaffolds, or platform trucks; and in crawl spaces, interstitials, or otherwise confined spaces.

Required Qualifications*
Graduation from high school or diploma equivalent.
Excellent work performance history.
Desire and aptitude for working in one of the Mechanical, Architectural, or Electrical Trades.
Willingness and ability to attend classes outside of work time without compensation, and successfully complete a course to study for up to 5 years.
Excellent communication and customer service skills and ability to follow the directions of a Skilled Trades Journeyman are required.
Cover letter and resume are required.

**Desired Qualifications**
Considerable knowledge of tools, equipment, and processes used in one or more of the Mechanical, Architectural, or Electrical Trades. Considerable knowledge of construction and or maintenance processes. Work experience in a maintenance or construction related field. Work experience with a computerized work management system. Coursework in college-level algebra, geometry, science, mechanical or trades-related instruction. Ability to read blueprints, sketches, wiring diagrams. Work experience with the safe use of hand and powered tools.

**Work Schedule**
Monday - Friday
7 am - 3:30pm

Schedule is subject to change based on departmental needs.

**Additional Information**
ONLY NON-TEMPORARY EMPLOYEES OF THE UNIVERSITY OF MICHIGAN WILL BE CONSIDERED FOR THESE POSITIONS.

**Union Affiliation**
This position is covered under the collective bargaining agreement between the U-M and the U-M Skilled Trades Union, Inc., which contains and settles all matters with respect to wages, benefits, hours and other terms and conditions of employment.

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

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**Human Resources Coordinator (#89962): 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.
Job Summary
The University of Michigan Library (U-M Library) in Ann Arbor is one of the largest university library systems in the United States. In locations all over the Ann Arbor campus, the University of Michigan Library 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.

Library Human Resources strives to be a collaborative, innovative and service-oriented partner to the leadership, librarians and staff of U-M Library. This role helps our team to proactively support and engage the 500 librarians and staff working in our multiple facilities across campus. This position provides administrative support to the Library Human Resources Department and ensures prompt, efficient and professional responses to issues. This position provides support and guidance to librarians, management, staff, and students; facilitates effective communication; assists with the resolution of concerns; and promotes the Library community. Reports to the Director, Library Human Resources and under the direction of Senior HR staff.

Responsibilities*
> Assists in the annual librarian promotion process, and provides administrative support and service to librarians for librarian specific policies.
> Supports recruiting efforts including advertising openings, scheduling interviews, communicating with applicants and arranging travel.
> Prepares spreadsheets and graphs to track metrics, enters relevant information and data, and runs reports. Runs queries and compiles data reports.
> Updates the human resource information system. Processes job changes, annual salary adjustments, and additional payments.
> Advises librarians and staff on HR policies including tuition support policy; processes tuition support requests from staff.
> Maintains the HR department’s website.
> Coordinates the planning and execution of logistics for HR and staff development programs and/or meetings by managing logistics, gathering materials, communicating with attendees.
> May perform general office duties, including greeting visitors, correspondence, scheduling meetings, preparing expense reports and procurement card reconciliation.

Required Qualifications*
> Five or more years related human resources coordination and processing including creating HR reports and documents.
> Possess effective written and oral communication skills to explain HR-related issues.
> Strong organizational skills and the ability to successfully complete multiple tasks within established and changing deadlines.
> Must have successful experience in a professional team-oriented environment with commitment to customer service.
> Ability to establish and maintain good working relationships and effective channels of communication at multiple levels and with diverse groups inside and outside the organization.
> Demonstrated proficiency with Word, Excel, and PowerPoint as well as Google tools and forms or survey
tools. Software testing may be required as part of the interview process.
> Data entry and report writing experience with an HR information system, preferably PeopleSoft.
> Previous experience promoting inclusion, awareness and understanding of diverse thought, cultures, race, gender, and other differences.

**Desired Qualifications**
> Bachelor's degree in Human Resources, business or related field
> Experience with recruiting, academic human resources, and HR reporting.

**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.

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

Jean Tennyson  
Diversity Recruiter & HR Consultant  
University of Michigan  
UHR - Recruiting & Employment Services  
3003 S. State St., Rm G250  
Ann Arbor, MI 48109-1281  
(734) 615-9040
New Year’s reservations

Why does the headline change “resolution” to “reservation”? Quite simple. Resolution is the act of solving something that we seem to fail at every year while reservation refers to a limiting condition.

The top resolutions every year consist of losing weight, enjoying life, and getting fit and healthy. Statistically, only 8 percent of people achieve their resolution. If we look even deeper, 75 percent of resolutions are maintained only through week one; 71 percent last two weeks; 64 percent last one month; and 46 percent last six months.

TRAIN

Let’s not dwell on failed attempts, but rather look at the conditions that limit us from achieving our goals.

The reality is that over time our bodies have become programmed, and it often takes an extreme kick for us to change gears. Therefore, we must be willing to P.I.M.P ourselves to succeed. (Relax, this isn’t that type of magazine.) P.I.M.P is an acronym I developed long ago to measure and ensure success.

• Plan goals that are realistic and easy to achieve.
• Implement your plan and celebrate your achievements often.
• Manage friction to implementation and keep yourself compliant.
• Purge your old thoughts or failures and review your initial plan.

EAT

To give you an extra edge as you work toward reaching your goals, try these tips:

• Add a half-cup of blueberries (antioxidants), half-cup of bananas (potassium), 1 tablespoon of agave nectar, a fourth of a guava and a half-cup of electrolyte-rich coconut water to your smoothie for an added boost.
• If you’re having trouble sleeping, try kiwi fruit an hour before bed. Kiwis contain serotonin, a brain chemical that regulates your sleep cycle.

And remember, unless we constantly recreate ourselves, we atrophy.

The author, Demond Johnson, is a retired combat veteran who coordinated the Army’s Weight Control Program. He’s also worked with contestants on NBC’s “The Biggest Loser.” He owns A2 Fitness Professionals and loves to talk about all things related to health. Contact him at demond@a2fitnesspro.com or (734) 222-5080.

SIGN UP TODAY!!!!!! LAST CHANCE!!!!!!!!!

Participate with ABPFAS in a free group training session with Demond Johnson President/CEO at A2 Fitness Professionals on Saturday, February 1st at 1:00 pm at his A2 Fitness Professionals facility. A2 Fitness Professionals is located at 250 West Eisenhower Parkway Suite 130, Ann Arbor, MI 48103

Sign Up Form
https://docs.google.com/a/umich.edu/forms/d/1unRXberAZ8O2fi1jwaCRW7VktdbTTZ1Su7NzLP9xFLI/viewform
If you have any questions please contact Leon Howard at (734) 763-0192 or at howardii@umich.edu

A2 Fitness Professionals facility http://www.a2fitnesspro.com/
DYP Speaker Event and Pistons vs. Spurs Game

Date Time
Monday, February 10, 2014 5:45p.m.

Join Detroit Young Professionals (DYP) for a private event with the Palace Sports & Entertainment executive leadership team. Get an up close look at the vision for The Palace and the Detroit Pistons.
Afterwards, connect with fellow DYP members and friends while watching the Detroit Pistons take on the San Antonio Spurs in Club 300. Take in the game in an upscale sports lounge with all-inclusive food, beer and wine. Expect special visits from a Pistons Legend and members of the Detroit Pistons entertainment teams.

5:45PM – Check in at Chairman’s Club Lobby
6:00PM – Speaker Event, Chairman's Club
7:00PM – Pistons vs. Spurs, Club 300


Now – January 31: DYP Member-Discounted Registration, $45
Now – February 9: General Registration (non-members), $55

Early registration is recommended due to limited space. Questions? Email contact@detroityp.org.

Detroit Young Professionals
ABPFAS FILM SERIES:

The Best Man Holiday- Friday, February 14 7:00 to 10:00 pm, Palmer Common's Forum Hall 4th floor

The House I Live In- Friday, February 21 7:00 pm to 11:00 pm, Palmer Common's Forum Hall 4th floor

The Spook Who Sat by the Door- Friday, February 28 8:00 to 10:30 pm, Palmer Common's Forum Hall 4th floor

FREE AND OPEN TO THE CAMPUS COMMUNITY
EVENT DATE CHANGE:

Old Time and Date: Friday, February 28 at 7:00 pm
New Time and Date: Thursday, February 27 at 7:00 pm

Please plan to join us as the ABPFAS continues its efforts to encourage and promote fitness, wellness and good health. The ABPAFS will be hosting a one hour Basic Ballroom dance lesson taught by Sherry Hawkins at Dance with Elegance (DWE) on
Friday evening **Thursday, Feb 27 at 7:00 pm** The dance studio is located at 2894 Washtenaw Ave, Ypsilanti. The first 30 members to sign up will have their entrance fee covered. Please register yourself and/or a guest to attend this session.

"CLICK HERE TO SIGN UP "

Here are some basic steps you can practice at home

**Basic Ballroom Steps**

**ALL STEPS SHOULD BE SMALL**

**Basic:** Right Up Left Up Left Back Right Back

**Half Turn:** Right back, make 3 small steps in place half turning to the left:

"right,left,right" and step back on left (From Here)

Make 3 small steps half turning to the right "left,right,left and step back on right

This will put you back in the basic step position.

**Hesitation:** Right back Right up then do 2 small rock motions then

Step up on the right, left up left back, left back, right back

**Right Turn:** Right back Right up Left up Left back ¼ turn to the right (it’s more of a

Pivot turn the left leg is back while and right leg is in front while doing the
¼ turn) making the step ‘right, left, right’ Left up Left back (Go all the way around completing each wall)

**Full Turn:** Always helpful to do a basic first then go into the full turn.

Right back make 3 small steps(right, left, right) going to the left getting all the way around to the wall you started your turn and step back left. From there make 3 steps going to the right getting around to that same wall stepping back on right.

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You are cordially invited to join us on Saturday, March 1st, 8:00pm-1:00am at the Ann Arbor Hilton Garden Inn Hotel, 1401 Briarwood Circle, Ann Arbor for an evening of formal dining, dancing, networking and socializing with fellow coworkers and members of the ABPFAS. This will be an opportunity to mix and mingle and celebrate a fit and healthy lifestyle. There will be
entertainment and a live DJ spinning the latest dance hits in an elegant setting. The ABPFAS will host two tables of 10 for this event for the first 20 people to register at this link: "Click Here to Sign UP" All others can register and reserve a table at a discounted group rate or purchase individual seating by contacting: DWE Studio 734.340.5947; Sherry Hawkins 734 972.7870; James Henry 734.646.9606. Hurry to reserve your space as this is sure to be a sell-out event and tickets are going fast.

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The Department of Afroamerican and African Studies presents

The First Annual
GalleryDAAS 3 x 3 x 3 Sticky Note Art Competition
Weds., January 22nd – Fri., February 7th

Rules and Registration Form

Gallery Hours: Monday thru Friday – 3 Pm to 5 PM
(Feel free to slide registration form/sticky note under the door after hours!)
Location: Haven Hall, Room G648 (ground floor)
Reception/Announcement of Three Winners: February 13th at 4 PM
### Rules

1. Any color or brand of 3 x 3 inch “sticky note” that has an adhesive strip on back.

2. The work must be two-dimensional.

3. Participants may use any medium to produce a design or image, but it must be **black**.

4. Participants may enter one artwork per week.

5. To enter, participants will need to bring their finished sticky note to Gallery DAAS to register it for the competition. Feel free to use this form to register. Registration forms will also be available in the Gallery and online at:

   [http://www.lsa.umich.edu/daas/resources/gallerydaas](http://www.lsa.umich.edu/daas/resources/gallerydaas)

### Register

You must be a currently enrolled U-M student to participate

Last Name: ____________________  

First Name: ____________________  

U-M Email (please write legibly): ____________________  

Phone Number: ____________________
(Feel free to slide the registration form/sticky note under the door after hours.) Also, sticky note supplies will be available to produce a “sticky note” art piece on site during Gallery hours.

6. The competition will be juried by members of the DAAS Exhibitions Committee.

7. First, second and third prizes will be awarded.

8. Prizes: $90/$60/$30 gift certificates.

9. Winners may select their gift certificate from one of the following:
   - University of Michigan Art Museum Gift Shop (UMMA)
   - University Musical Society (UMS)
   - Hollanders Decorative Paper & Bookbinding Supplies

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Greetings from the International Policy Center (IPC) at the University of Michigan!

One of the great joys in working, studying and living near the University of Michigan is the sheer number of opportunities to hear from fascinating visitors to campus from around the world. We are honored to have Paul Rusesabagina here to offer the Keynote Lecture for the commemoration of the 20th Anniversary of the Rwandan genocide.

As you may know, Mr. Rusesabagina is the Rwandan Hotel Manager who helped hide Hutu and Tutsi refugees during the 1994 Rwandan Genocide.

Please consider this your cordial invitation to:
His presence here is a large part of the experience that we treasure and highlight at our university and we certainly hope you will join us for this historic event.
For additional information please visit our event website: Rwandan Genocide Lecture

If you are interested in attending this free event. We would be happy to reserve seating for you and your class - Please register here: Event Registration

Please feel free to share this invitation with your interested colleagues.

Best Wishes,
Thaya Rowe

Free File: The Internal Revenue Service has partnered with 14 commercial tax software providers to offer free tax preparation software to households with income below $58,000 a year.

Free forms: If your income is above $58,000 a year, you can still file your taxes for free — but you may have to work a bit harder. Beginning Jan. 31, the IRS will offer electronic versions of its paper forms for free, so people can fill out their tax forms electronically without paying a tax preparation service or buying pricey software.

AARP Foundation Tax-Aide: The AARP’s foundation provides free tax assistance for households with low to moderate income, via walk-in clinics and a toll-free help line. The volunteer program pays special attention to taxpayers who are 60 and over, but you do not need to be an AARP member or even a retiree to get help.
IRS.gov: The IRS may not be able to get to all the people who call, but the agency has tried to bulk up the help it offers on its website. This is a good place to check on the status of your refund, get basic guidance on issues such as same-sex marriage and check on potential tax scams.

2014 WCTF Career Conference
"Transforming the Face of Leadership"
Friday, March 7, 2014, 8:30 am - Hill Auditorium
Keynote speaker: Dr. Mae Jemison, former NASA astronaut

Online registration is open for the 32nd annual career conference which is hosted by the U-M Women of Color Task Force (WCTF). Attendees may select from 32 professional and personal development workshop sessions.

The keynote lecture at Hill Auditorium is open to the general public, but registration is required to attend all other conference events.

Registration fees: U-M Staff and Faculty, $120 / U-M Students & Retirees: $75.00
(Note: Registration fees will be reduced to $100 per person for those U-M departments that send 3 or more people to the conference.)

Workshop descriptions and registration details may be found on the conference webpage:
http://tinyurl.com/wctf-conference

CEW extends special thanks to TIAA-CREF, our Premier Anniversary
Sponsor, for their generous support of the Women of Color Task Force Conference in addition to CEW's 50th Anniversary events.

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Save the Date!

Women and Economic Security: Changing Policy and Practice Conference
May 14 -16, 2014, Rackham Graduate School
Keynote speaker: Sheryl WuDunn

Conference webpage:
http://www.cew.umich.edu/progevents/conference-information/20140108

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