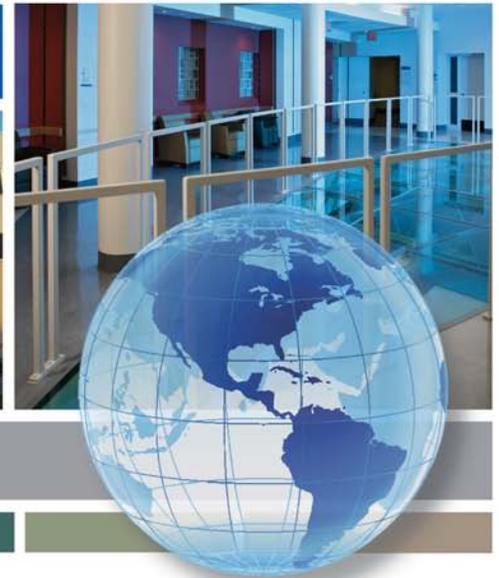


INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

October 2010 | Volume 2 | Issue 2

INSIDE THIS ISSUE

SPOTLIGHT ON CAREER
RESOURCE CENTER..... 2

TECH TIPS..... 2

CALENDAR OF EVENTS..... 3



Staff Appreciation Opportunities

By Jennifer Tsutsui

Now that the new school year is in full swing, the Staff Recognition committee would like to remind everyone of the opportunities available to recognize their fellow employees.

Also, the committee would like to thank all the School of Management employees who have shown their appreciation to their co-workers through a thank you card or candy reward. To date we have delivered more than 60 tokens of appreciation to staff members around the school and UB campus, not to mention more than 80 student thank you notes to faculty and staff.

The committee would like to highlight again some of the things available to you to help grow our appreciation for each other:

Thank you cards and **candy rewards** are available to send to an employee, colleague or supervisor to show your appreciation. Simply go to the Dean's suite, fill in the recipient's full

name and place it in the collection box. These will be delivered by the Staff Recognition committee every Thursday.

Each supervisor has **pre-printed certificates** that can be given to staff members who go above and beyond their every day job requirements:

- **"One Hour Time Off"** passes can be given, enabling an employee to take an extended lunch, leave early or come in late as a reward for exemplary work.
- **"Casual Reward"** certificates grant permission to an employee to dress down on a specified day.

Our committee is continuing to meet during the fall semester and we welcome any ideas you may have for appreciating your colleagues. Send them to Jennifer Tsutsui at jhv2@buffalo.edu.

Did You Know?

Students from more than 16 different countries are enrolled in the School of Management.

Tech Tips

By Julia Cohan

Safe Computing

There is more to “safe computing” than keeping your computer virus-free.

Safe computing covers three areas:

1. your body (ergonomic practices)
2. your computer (hardware and software)
3. your computer's Internet connection (networking)

Ergonomic Practices

We spend so much time at our computers that we must consider the impact on our bodies. My neck, fingers and back sometimes ache if I've worked too long at the computer. OSHA has a Web page showing how to position your body relative to your devices. Visit the site at <http://www.osha.gov/SLTC/etools/computerworkstations/>.

Hardware and Software

No one can predict when hardware will fail, so it is a good practice to backup your files to an external hard drive regularly. Our IT staff aims to protect your files by backing up our servers nightly. In addition, we manage your operating system (OS) and software updates. At home, make sure that you install OS and software updates and back up your files on a weekly basis.

Networking

Use a good anti-virus program. Symantec Endpoint Protection can be downloaded free to UB employees from <http://ubit.buffalo.edu/software>. Be sure to schedule Live Update at least weekly. Free spyware scanners and cleaners may be downloaded, such as Google Malwarebytes and Spybot Search & Destroy. Run at least monthly or if you suspect infection.

Some of the material for this article was found on this website: http://www.doctorgeek.net/tips/safe_computing.html

Spotlight on the Career Resource Center

By Mary Dahl

The School of Management Frank L. Ciminelli Family Career Resource Center (CRC) is not just a place to send students for résumé help. And today's job searches involve much more than just looking sharp. The CRC staff encourages students to take a holistic approach to their career strategies, from networking to personal branding.

Director Gwen Appelbaum recently presented this concept to the incoming MBA class, stressing how important it is for job seekers to identify and market their unique strengths. “We are constantly moving forward to help students present their ‘personal brand,’ both in person and online,” Gwen says.

This is particularly challenging when it comes to freshmen and sophomores. Last year Caitlin Logue joined the CRC to assist in this effort. She has created many opportunities including the Management Volunteer Program (MVP), Business Boot Camp and Career Ambassadors. Caitlin also keeps the CRC visible through social media and by enhancing the CRC website with online workshops.

Chris Salem also supports our undergraduate population by assisting students who have not decided on a concentration, working with club leaders and counseling undergraduates majoring in finance, management information systems, and supply chains and operations management.

The CRC offers traditional services including career counseling, résumé and cover letter critique, campus interviews and job fairs. Campus interviewing is coordinated by Rebecca Cercone, who also is responsible for daily operations of the office, including supervising the graduate assistants.

More than 300 students attended the Management Career Fair on September 28. Melissa Ruggiero plans and implements this and most CRC events while working with students, alumni and employers in the finance, global services and supply management, management information systems, information assurance, and supply chains and operations management areas.



Clockwise from top left: Mike Paolini, Mary Dahl, Dan Wolfe, Rebecca Cercone, Gwen Appelbaum, Pam Krakowiak, Caitlin Logue, Carrie Gardner, Melissa Ruggiero and Chris Salem.

Juniors and seniors become thoroughly prepared to market themselves by taking MGG 300. This required, comprehensive career course is taught by Mike Paolini, in addition to his duties working with accounting and internal audit students and employers.

Marketing and reporting are essential functions of the CRC. Pam Krakowiak coordinates the data collection process for employment statistics and works with Gwen to respond to surveys from ranking organizations. She also manages the website, marketing communications and works with students, employers and alumni in the area of marketing and human resources.

The CRC strives to maintain and enhance existing ties and establish new relationships with employers. Dan Wolfe is the most recent addition to the staff, developing and fostering business contacts to maximize the School of Management's recruiting.

Innovative new programs include the Employer Expectation Series, which brings in employers who share their concept of ideal employees to groups of students and the weekly interactive coffee cup conversations where speakers share their expertise on various management career topics.

Most recently, the Credit Bearing Internship Program was officially integrated into the CRC. Carrie Gardner and Mary Dahl continue to work with employers, juniors, seniors and MBAs to create mutually beneficial opportunities for students to intern for academic credit.

The CRC is located in 308 Alfiero. For more information, visit their [website](#).

Calendar of Events

OCTOBER

October 8 to 10, [UB Family Weekend](#)

October 12, [MBA for a Day](#)

9 a.m. to 2 p.m., 205 Alfiero. Coordinated by the Graduate Programs Office.

October 13, *Distinguished Speaker Series*: [Sylvia Earle](#)

8 p.m., Center for the Arts. Earle is a marine biologist and Explorer-in-Residence at National Geographic.

October 14, [Helen and Oscar Sufrin Lectureship in Accounting](#) featuring experts Robert L. Goecks and Thomas P. Mullen

9 and 10:30 a.m., Center for Tomorrow. Reservations required; contact [Janet Kiefer](#).

October 14, [EMBA/PMBA Information Sessions](#)

5:30 p.m., 103 Alfiero. Coordinated by the Center for Executive Development.

October 14, [Gerald S. Lippes Speaker Series](#) featuring renowned bankruptcy attorney Harvey Miller

5:30 to 9 p.m., Center for the Arts. Coordinated by the School of Management and UB Law School, in conjunction with the Upstate New York Turnaround Management Association. Reservations required; use this [link](#).

October 15, *IBM Business Simulation Exercise*

8:30 a.m. to 5:30 p.m., Alfiero Center. Coordinated by the Financial Management Association.

Pre-registration required; contact [Betty Wang](#).

October 16, [UB Undergraduate Open House](#)

October 25, [MBA for a Day](#)

8 a.m. to 12:30 p.m., 205 Alfiero. Coordinated by the Graduate Programs Office.

October 27, *Speaker - William C. Dudley, president of the Federal Reserve Bank of New York*

3:30 to 5 p.m., Tiffin Room, Student Union. Dudley will speak on "How Goes the Recovery? Challenges for the Nation, the Region and the Fed." Coordinated by the School of Management, UB Office of Economic Engagement and Office of the Provost.

Pre-register at www.ubevents.org/event/fedreserve.

EARLY NOVEMBER

November 3, *School of Management Alumni Association's 61st Annual Awards Banquet*

5:30 p.m., Millennium Airport Hotel Buffalo. Honoring Donna M. Fernandes, president and CEO Buffalo Zoo, and John R.

Koelmel, president and CEO First Niagara Financial Group, as the "Buffalo-Niagara Executives of the Year." Coordinated by the Office of Alumni Relations. Register [here](#).

November 6, [EMBA-4-A-Day](#). Coordinated by the Center for Executive Development.

November 10, *Distinguished Speaker Series*: [Greg Mortenson](#)

8 p.m., Center for the Arts. Mortenson is co-author of The New York Times bestseller *Three Cups of Tea: One Man's Mission to Promote Peace... One School at a Time*.

November 11, [MBA for a Day](#)

9 a.m. to 2 p.m., 205 Alfiero. Coordinated by the Graduate Programs Office.

November 11, *Executive Speaker Series*, Donna Fernandes, president and CEO Buffalo Zoo.

5 to 6 p.m., 205 Alfiero. Coordinated by the Graduate Programs Office.

Check the "Events" tab on the School of Management home page for more information.

UB Calendar of Events: <http://www.buffalo.edu/calendar/calendar>

Employee and Supervisor Development Opportunities: http://hr.buffalo.edu/files/phatfile/Training_Class_Alert.pdf

To submit information to the Inside Management calendar of events, contact Jill Phinney at jmp8@buffalo.edu.