News

Spotlight: Professional Growth and Development Courses – Space Still Available

As the spring growing season approaches, it’s time to think about your own professional growth and development. MIT’s central HR department is offering two courses in March that might interest you.

- **Managing to Advance Diversity and Inclusion** (March 4, 9 am–noon) is a workshop geared to help managers develop ways to work more effectively with and leverage their diverse teams. We will establish a common language and understanding about diversity and inclusion at MIT and explore ways to help staff do their best work. The workshop will also provide opportunities to apply and practice these concepts: “Get It”……..Own It”………Use It.”

- **Everyday Leadership** (March 8 and 9, 9 am–noon) is a course that helps each of us identify and develop our own leadership skills and assess how we might use these skills in our workplaces. Do you have ideas for improving your own job or the work flow in your department? Do you see ways you could get things done more effectively? Do you have ideas for increasing satisfaction in your workplace? **Everyday Leadership** will help you learn how to make these changes. NOTE: This is not a course about managing others. If you want to learn more about being an effective manager, consider enrolling in Essentials of Management.

For more information or to register, please go to: [http://web.mit.edu/sapwebss/PS1/training_home.shtml](http://web.mit.edu/sapwebss/PS1/training_home.shtml)

**REMEMBER: IS&T’s Management Skills Development Series**

As part of our efforts to foster professional development, we are pleased to announce the **IS&T Management Skills Development Series**. This program of monthly workshops focuses on providing foundational and developmental skills for all IS&T managers, while improving our ability to meet business goals and ultimately mitigating risk for both the Institute and IS&T.

Attendance is optional, although we highly recommend that all managers consider attending these informative discussions as part of their professional development.

Managers who attended the “Managing Change” session in December, the “Employment Law for Managers” session in January, and the “Recognizing Harassment in the Workplace” session in February found them to be beneficial.

The workshops for March through June include:

**March 2011: “Providing Constructive Feedback for Managers”**
Delivered by Jeannette Gerzon

- Session scheduled: March 29
- Where: W92, Back Bay A&B
- Time: 9:00 am to noon
April 2011: “Corrective Action Process for Managers”  
Delivered by Central HR and Steve Filipiak  
- Session scheduled: April 13  
- Where: W92, Back Bay A&B  
- Time: 9:00 am to 10:30 am

May 2011: “Active Listening For Managers”  
Delivered by Jeannette Gerzon  
- Session scheduled: May 11  
- Where: W92, Back Bay A&B  
- Time: 9:00 am to noon

June 2011: “Diversity and Inclusion”  
Delivered by Alyce Johnson  
- Session scheduled: June 15  
- Where: W92, Back Bay A&B  
- Time: 9:00 am to noon

Watch for email notices for each workshop with directions on how to register via SAPweb.  

Please contact the IS&T HR Team if you have any questions!

IS&T News: Get IT Your Way with HTML Email Coming in March  
Earlier this month, IS&T launched a set of redesigned News pages on its web site. If you haven’t done so, check out the latest headlines, posts from the Security FYI and WebPub blogs, calendar highlights, and a featured video (which will be updated monthly).

You can now follow the news on IS&T’s Facebook page, Twitter feed, RSS feed, and/or by signing up for IS&T’s monthly HTML newsletter, which will launch in March.

Got Feedback?  
We value your feedback and ideas. If you have ideas regarding spotlights, headlines, or videos, or have a short IT item you’d like posted via Facebook and Twitter, send mail to Robyn Fizz, IS&T’s News Coordinator. You can also contact her with feedback about the redesigned News pages.

All About Staff

In this issue, Inside IS&T shines the spotlight on Rita Geller, Associate Director for Administration.

Meet Rita Geller, Associate Director for Administration

Rita has spent most of her career in human resources at not-for-profit organizations. Her work has included staffing, training, employee relations, and compensation. She has an undergraduate degree in Psychology and Sociology from BU and a graduate degree in Organizational Psychology from Columbia. Rita grew up in New York (Mets fan, not Yankees) and now lives in Newton with her 18-year-old, daughter, Nicole, her 15-year-old son, Ben, and Riley, their miniature poodle. You’ll all be happy to know that she has been converted to a Red Sox fan.

The two things that she is most passionate about are education and quality of work life. She has volunteered for over twenty years with not-for-profit organizations, providing HR advice and strategic direction, and has served on multiple educational boards. She believes that people spend so much of their time at work that the environment should foster respect and dignity and the work should be rewarding and challenging.
She is excited to have made the move from MIT’s central Human Resources area to IS&T. She wants to help in any capacity that she can, whether it be in support of Marilyn, her team, the other Associate Directors and/or staff. She considers herself to be a problem solver and tries to remain calm whenever possible. Common sense goes a long way!

**Inside IS&T: What are you most excited about for your new area?**

**Rita:** The areas that fall under my responsibility are Finance, Human Resources, Communications, Process Management, and Administration for the Head of IS&T. I see my role as someone who can help bring the administrative areas closer to the strategic vision for IS&T in support of the operational areas. I believe we can achieve this through collaboration, simplification of processes, respecting new ideas and innovation, and driving operational change. I look forward to contributing to the IS&T Leadership Team.

**Inside IS&T: What is the coolest part of your job?**

**Rita:** I am in a new position, not replacing anyone. It is a clean slate to create as I go.

**Inside IS&T: What do you most enjoy about leading your team?**

**Rita:** I am surrounded by really smart, creative, caring people and everyone wants to make a difference in each of their roles and also collectively.

**Inside IS&T: What is your most satisfying moment in IS&T?**

**Rita:** As people are getting to know and trust me, they come by to say hello and ask me what I think.

**Inside IS&T: What is the most important lesson you’ve learned at MIT?**

**Rita:** Relationships matter.

**Inside IS&T: What is your most satisfying moment at MIT?**

**Rita:** I have never missed the Excellence Awards Ceremony. I enjoy sharing in the celebration of employee accomplishments. If you have not yet attended this event, please do, it is a shining proud moment for MIT.

**Inside IS&T: What are some of your favorite hobbies and interests?**

**Rita:** Three years ago I began taking piano lessons and have focused on classical piano. It is nice to know that I can still learn something new. I also love to read and cook and look forward to a time when I will be able to travel.

**Inside IS&T: What reading material is on your nightstand?**


**Inside IS&T: What is something you would like us to know about you?**

**Rita:** I have a fraternal twin sister who lives in New York and we look as different as night and day.

**Inside IS&T: What is the most important lesson you have learned in life?**

**Rita:** Know the things that you have control over and focus on them and let the other things go.
Monthly Staffing Update

This section provides a summary of the IS&T staffing updates for January and February 2011. Questions about staffing should be sent to the IS&T HR Team.

Anniversary Milestones (in 5-year increments) Occurring in January and February 2011:
(Based on the 'current employment date'):

<table>
<thead>
<tr>
<th>Employee</th>
<th>Month</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amon Horne</td>
<td>January</td>
<td>5 Years</td>
</tr>
<tr>
<td>Alexander Kozlov</td>
<td>February</td>
<td>5 Years</td>
</tr>
<tr>
<td>Mark M. Jones</td>
<td>February</td>
<td>5 Years</td>
</tr>
<tr>
<td>John J. Leary</td>
<td>February</td>
<td>10 Years</td>
</tr>
<tr>
<td>Greg Hudson</td>
<td>February</td>
<td>15 Years</td>
</tr>
<tr>
<td>Paul Heffernan</td>
<td>February</td>
<td>25 Years</td>
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</tbody>
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Staff changes for January and February 2011.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Employee</th>
<th>Staff Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Systems</td>
<td>Lee Leffler</td>
<td>IT Business Analyst on the Business Systems Analyst Team</td>
</tr>
<tr>
<td></td>
<td>Judith McJohn</td>
<td>Senior Web Developer on the Learning Management Team</td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Management</td>
<td>Eugene Bubis</td>
<td>Software Engineer on the Business Intelligence Team</td>
</tr>
<tr>
<td></td>
<td>Judith Abbruzzese</td>
<td>Has Left IS&amp;T</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Systems Engineering</td>
<td>Lisa Mayer</td>
<td>Has left IS&amp;T</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Support</td>
<td>Christopher Horne</td>
<td>Hardware Repair Technician on the In-Persons Services Team</td>
</tr>
<tr>
<td></td>
<td>Christopher LaRoche</td>
<td>Usability Consultant on the Accessibility &amp; Usability Team</td>
</tr>
</tbody>
</table>
There are currently 6 posted positions for IS&T:

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Position Title</th>
<th>Web ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Engineering</td>
<td>SR. Java Developer / Technical Architect</td>
<td>MIT-00007241</td>
</tr>
<tr>
<td></td>
<td>Web Developer</td>
<td>MIT-00007225</td>
</tr>
<tr>
<td></td>
<td>Web and Database Consultant</td>
<td>MIT-00007473</td>
</tr>
<tr>
<td></td>
<td>Drupal Engineer</td>
<td>MIT-00007485</td>
</tr>
<tr>
<td></td>
<td>Programmer Analyst III MIT Kerberos Consortium</td>
<td>MIT-00007278</td>
</tr>
<tr>
<td>Operations and Infrastructure</td>
<td>Senior Network Engineer</td>
<td>MIT-0006852</td>
</tr>
</tbody>
</table>

*If no ‘Web ID Number’ is listed, the position is no longer accepting new resumes.

**Job Application Information**

Applying online is preferred. To find a specific job, enter the full job number (e.g., MIT-00002571) in the keyword search box. Job numbers are assigned sequentially – higher numbers => more recent postings. All IS&T positions are automatically posted on MIT's job pages. IS&T positions are also posted on Higher Ed Jobs and New England Higher Education Recruitment Consortium.

We wish to ensure that professional referrals by MIT and IS&T staff are given proper attention. Therefore, we encourage you to make the hiring manager or Ken Lloyd, Senior HR Consultant, aware of any referrals you make. Thanks!

<table>
<thead>
<tr>
<th>HR TEAM</th>
<th>EMAIL</th>
<th>PHONE EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS&amp;T HR Team</td>
<td><a href="mailto:ist-hr@mit.edu">ist-hr@mit.edu</a></td>
<td>5-5162</td>
</tr>
<tr>
<td>Ed Dolan</td>
<td><a href="mailto:edolan@mit.edu">edolan@mit.edu</a></td>
<td>3-8403</td>
</tr>
<tr>
<td>Steve Filipiak</td>
<td><a href="mailto:sfilipa@mit.edu">sfilipa@mit.edu</a></td>
<td>3-6205</td>
</tr>
<tr>
<td>Ken Lloyd</td>
<td><a href="mailto:klloyd@mit.edu">klloyd@mit.edu</a></td>
<td>3-8235</td>
</tr>
</tbody>
</table>

**Events**

*Reminder*

- MIT Excellence Awards
  - Tuesday, March 1 at 3 pm in Kresge Auditorium (followed by a reception at 4 pm)
    - This year’s recipients include three IS&T staff – Andrew Bonvie, Mark Silis, and Taeminn Song – who are being recognized for their work on the Massachusetts Green High Performance Computing Center (MGHPCC) Team.

- IS&T Quarterly Department Meeting
  - Tuesday, March 22 from 2-4 pm (Walker Memorial – Morss Hall)
    - Agenda will focus on Education Systems

- **NERCOMP 2011**, “Developing Our Strengths, Leveraging Our Talents, Inspiring Our Campuses”
  - March 28-30, in Providence, RI
    - **REGISTER TODAY**: Early Registration ends TOMORROW, March 1
The forums in this series examine how the inherent and occasionally difficult diversity of humans shapes their lives, their creativity, and the political and social contexts of their existence. Admission is open: all are welcome at the panel discussions and the receptions afterwards. Detail about an upcoming forum follows; you can read more online about other MIT150 Events.

Education in the United States

- Thursday, March 17, 7-9 pm
  - Kirsch Auditorium, MIT Room 32-123

What is the fate of Americans left behind after creation of the minority professional middle class? The Civil Rights Movement encouraged major American universities, including MIT and Harvard, to recruit underrepresented minority students under terms that made their academic success probable. American educational institutions still pursue diversity in their faculty, staff, and students…but what of the poor (minority and others) who have not entered the education pipeline?

Speakers
- **Chair**: Evelyn Higginbotham, Professor of History and African American Studies, Harvard University
- Sylvester J. Gates, MLK Visiting Professor, Department of Physics, MIT
- Paula T. Hammond, Bayer Professor of Chemical Engineering, MIT
- Wesley L. Harris, Associate Provost for Faculty Equity and Charles Stark Draper Professor of Aeronautics and Astronautics, MIT

Send content and comments to the IS&T Communications Team.