

*The Office of Human Resources is pleased to collaborate with
campus departments and organizations to present*

Training Tuesdays

May 2014

May 6

DISCOVER iOS7

11:00 a.m. - noon
Miller Center, B31

TECHNOLOGY

Sponsored by Information Technology Services

iOS7 is the foundation of the iPhone, iPad, and iPod touch. See an overview of the new elegant and intuitive design. Learn about features like Control Center, AirDrop for iOS and smarter multitasking.

PRESENTER: **Bob Lessinger**, Information Technology Specialist

May 13

STUDENT EMPLOYMENT: THE HIRING PROCESS

10:00 a.m. - noon
Voyageurs South, Atwood Memorial Center

OFFICE PROCEDURES

Sponsored by the Administrative Services Training Committee

In this session you will learn the hiring process of student employment from beginning with the position description through making an offer of employment. The three topic headings are Job Descriptions, Posting and Requesting a position, and the Interview process.

PRESENTERS: **Simon Bauer**, Assistant Director, Financial Aid Office and **Kris Larson**, Human Resources Specialist

May 20

MALWARE EDUCATION

11:00 a.m. - noon
Centennial Hall, Room 351

TECHNOLOGY

Sponsored by Information Technology Services

As the campus community, and users worldwide, continue to see attacks on our computers using malicious software (MALWARE), we are seeing commonality in the methods of these attacks. This presentation will expose some best practices for detecting, stopping, and removing malware on our campuses.

PRESENTERS: **Gordon Schrubbe** and **Darrin Printy**, Information Technology Specialists

May 27

HOW CAN WE HELP?

1:00 - 2:00 p.m.
Glacier North, Atwood Memorial Center

OFFICE PROCEDURES

Sponsored by the Office of Human Resources

The Office of Human Resources is committed to improving our processes. Please come to this session to share your thoughts and fresh ideas on ways we can better assist you – as individuals and in your work units.

PRESENTER: **Holly Schoenherr**, Director of Human Resources