

Roz A. Jaffer, PhD

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OBJECTIVE To secure a full time faculty position that will provide a quality education for a diverse population and exceed employer expectations.

EDUCATION

- PhD** **Michigan State University (MSU), East Lansing MI 48824** **2008**
Higher Adult Life Long Education (HALE)
Concentration in adult learning theories, student development theories, scholarship of teaching and learning principles, international education leadership, policy development, research, educational leadership, leadership theories and practices, and organizational development. Specialized in curriculum development, and “best practices” in the scholarship of teaching and learning principles for instruction. The area of dissertation study: Diversity including; recruitment, workplace diversity challenges, diversity plans, and best practices.
- MA** **Human Resources and Labor Relations, College of Social Science** **2000**
Human resource management: Recruitment, retention, career planning and development, training and development, labor law, employment law, contract negotiations, arbitrations, benefits, international labor markets and laws.
- BA** **The School of Hospitality Business** **1984**
Leadership and management of hospitality businesses in the areas of financial controls, human resource management, and standardized operating procedures.

CERTIFICATIONS

Online Certified Instructor: Blackboard, Angel, Loud Cloud, and Desire2Learn.
Certified Department Chair: Educational Leadership
Certified Manager Institute of Certified Professional Manager
Certified University Reviewer for Higher Learning Commission
Certified Title IX Coordinator

STUDY ABROAD

College of Business, Michigan State University.
Doing Business in Mexico. Summer 1999
Study Abroad: South Africa. Summer 2008

EXPERIENCE

Michigan State University 2014–Present
Professor and Subject Matter Expert, Curriculum Developer

Teaching

A wide range of courses are taught through the Management Department, College of Business, Michigan State University. Courses are taught both online and in-seat with a concentration in human resource management and diversity.

Curriculum Development

Subject matter expert and course developer for online management courses such as Training and Development, and Managing Diversity in the Workplace course. Course development included all aspects of curriculum development such as developing course goals and objectives, selecting textbooks, assignments, course syllabi, rubrics, weekly discussion boards, quizzes, and test banks. In addition, I created more than a dozen PowerPoint lecture presentations, and have been prerecorded and videotaped for the presentations of the lectures. The scope of development for the online “Training and Development” course was to revise the current face-to-face course to the online method of instruction. The scope of development for the “Managing Diversity in the Workplace” is to create a new course for online instruction.

Teaching Management, Human Resource and Diversity Courses

Graduate Courses: Managing Diversity in the Workplace (MGT 814), Managing Learning Organizations (MGT 817), Fundamentals of Human Resource Staffing (MGT 811), Advance Topics in Human Resource Staffing (MGT 812), Talent Management and Development (MGT 818), and Human Resource Management for General Managers (MGT 810).

Undergraduate Courses: Management Skills (MGT 325), Organizational Staffing (MGT 411), Training and Development (MGT 413), and Diversity in the Workplace (MGT 414).

Director: MSU-MSL Student Organization

Founder and lead faculty advisor for Management, Strategy, and Leadership (MSU-MSL) LinkedIn Student Organization.

Davenport University, Lansing, MI 48910

2003–2013

Department Administrator & Faculty Member

Multiunit Operations

Provided leadership and management of five academic programs including Business, Management, Marketing, Legal, and Human Resources. Duties include all functions of the Business Department at Alma and Lansing locations, such as accreditation standards review, new program development, new course and curriculum development, online course development, scheduling and personnel administration recruitment and hiring of faculty, faculty training, and faculty evaluations. Managing the following programs: Management, Marketing, Human Resources, Legal, Hospitality, Accounting and Entrepreneurship. Note: No longer in the administrative role as I currently teach courses online.

Advisor

Founder and lead faculty advisor for Society for Human Resource Management students.

Teaching Courses in Leadership and Management

Strategic Human Resource Management, Foundations Of Management, Strategic Management, Introduction To Business, Human Resource Management, International Human Resources, Training And Development, Diversity In The Workplace, Legal, Marketing, Business Research, and Business Management courses.

Michigan State University, College of Agriculture and Natural Resources

2004–2007

Human Resource and Budget Manager, Globally and Nationally

Provided leadership and management of all personnel functions including recruitment, retention, staff benefits, performance appraisal programs, retirement plans, training, and development of staff, faculty, and students. Supervised personnel nationally and internationally, managing human resources in Africa, Nicaragua, India, Washington, Azerbaijan, Guatemala, and Central America. Duties included developing and managing a \$30 million budget. Also, managed daily operations of the diversity office including recruiting diverse student, faculty, and staff and implementing events and programs. Coordinated several diversity initiatives for the college including minority faculty and student recruitment and retention initiatives. Supervised, hired and trained faculty and staff, international staff, and graduate students.

Program Management

Managed federally funded programs internationally in rural areas for disadvantaged communities in Partners for Food Service Industry project. International locations included Africa, India, Nicaragua, and South America.

Interim Director of Diversity

Assisted with program implementation and development including best practices in diversity, resources for diverse postings, and forming committees to address diverse projects. Managed the recruitment and retention of faculty, staff, and students. Served as diversity officer for faculty, staff and student complaints.

COMPUTER SKILLS

Power Point, Excel, and Word, Access, Camtasia, Google Docs, Zoom, Skype, LinkedIn, Facebook, AIS and Web Design

SEMINARS & PRESENTATIONS

Developed and Presented

2009–2012

- Diversity Training–University of Michigan
- Affirmative Action Training–University of Michigan
- ADA Training–University of Michigan
- Sexual Harassment Training–University of Michigan
- Title IX Training–University of Michigan
- Diversity in the Workplace–Red Cross
- Scholarship of Teaching and Learning–Lilly Conference and Davenport University
- Trends in Employee Benefits–Michigan State University
- Online Instruction Methodologies–Davenport University and Lilly Conference
- Diversity Scholarship of Teaching and Learning–Davenport University and Lilly Conference
- Customer Service–Michigan State University
- Conflict Resolution–Michigan State University
- Active Learning–Davenport University and Lilly Conference
- Interactive Learning–Davenport University and Lilly Conference
- Adapting to the Changing Labor Force–Michigan State University Employee Development Conference
- Budgets and Finance–Michigan State University
- Business Etiquette–Michigan State University

Lilly Conference on active and interactive teaching and learning principles and quality instruction 2008

Professional Development Training to Davenport University faculty on active learning 2007

Diversity in Higher Education and Policy Workshop at the Minority Environmental Leadership Development Initiative at University of Michigan 2005

PUBLICATIONS

Course Textbook:

Jaffer, R. (2015). *Managing Diversity in the Workplace*. 1st Ed. Pearson Publications.

Jaffer, R. (2016). *Managing Diversity in the Workplace*. 2nd Ed. Pearson Publications.

Articles and other:

Jaffer, R. (unpublished mss.). *Managing Diversity in the Workplace*.

Jaffer, R. (unpublished mss.). “*Trends and Challenges in Community Colleges.*”

Jaffer, R. (2012). Entrepreneurships Programs Weathering the Wavy Seas in the Current Economy. *Community*

College Entrepreneurship, Winter/Spring, 16.

Contributed to Ninemeier's textbook Chapter 18, "Foodservice in Educational Organizations in Discovering Hospitality and Tourism" (2nd ed.). Contributed to Ninemeier's textbook Chapter 5 in *Planning and Control for Food and Beverage Operations*.

Participated in a book review for Wiley Publishing for the general business course.

MEMBERSHIPS

Program and Curriculum Reviewer, Higher Learning Commission	2010–Present
Member, Society for Human Resource Management (SHRM)	2007–2012
Member, Human Resource Management of Mid-Michigan (HRMM)	2007–2012
Member, Exec Board for School of Labor and Industrial Relations at Michigan State University	2009–2012
Member, National Association for Community College Entrepreneurship	2009–2012
Certified Dale Carnegie Graduate	2012
Member, Board of School of Human Resources and Labor Relations at Michigan State University	2007–2009
Member, American Council on Education	2009
Member Certified Manager Association	2008
President, Asian Pacific Faculty and Staff Association at Michigan State University	2005–2007
Member, National Association of Colleges and University Food Services	1995–2007
Member, National Restaurant Association (NRA)	1995–2012
National Association of Culinary University Food Services (NACUFS)	1995-2012

OUTREACH, ENGAGEMENT, AND VOLUNTEER ACTIVITIES

College of Veterinarian Medicine at MSU
Cumberland Elementary School
East Lansing High School
McDonald Middle School
Kendon Elementary School-Lansing, MI