

The University of Michigan – Flint

Administrative Information Management Services (AIMS)

(810) 762-3476

240 University Pavilion

Responsibilities of Administrative Information Management Services (AIMS):

- ImageNow – System Administration, User Maintenance, Training, and Support
- WebFOCUS - Implementation, System Administration, User Maintenance, Training, and Support
- CAPP - Continuous Support
- New Information Systems ~ Create Process Improvement Opportunities within Student Affairs division by research, proposal creation, purchase, implementation, support of new information systems – e.g. Housing 3rd party software, CRM,...
- Technical Support for Division of Student Affairs

Office Hours: Hours of operation are from 8:00 a.m. – 5:00 p.m. Monday through Friday.

Further information about Administrative Information Management Services (AIMS) can be found on our web page at www.umflint.edu/AIMS

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| Jay Gandhi, Director | (810) 394-9256 | <i>Provides overall management and supervision to the department. Provides a vision and guidance to Student Affairs units for utilization of technology in order to better serve students and other constituents. Plans, develops and implements both short and long term objectives for the unit. Leads implementation of WebFOCUS at UM-Flint. Directs UM-Flint's efforts in achieving paperless campus by planning ImageNow system's growth and usage. Creates Business Intelligence reports/dashboards.</i> |
| Debbie Samida, Assistant Director | (810) 399-3189 | <i>Creates reports and dashboards to support decision making at various levels. Assists in training end users. Implements and maintains ImageNow initiatives across campus. Provides training and lead staff in maintaining CAPP module in Banner as a resident expert in the subject matter. Provides training and guidance for various Banner modules. Coordinates Banner upgrade and testing activities throughout SSEM units. Acts as a Liaison between SSEM units, academic departments, as well as administrative units with various technological initiatives.</i> |
| Steve Harrow, Programmer/ Analyst | (810) 908-0502 | <i>Responsible for user management and administration utilizing appropriate authentication and security procedures for WebFOCUS and ImageNow. Develops various types of reports utilizing WebFOCUS. Maintains and updates ImageNow Imaging system. Assists in new scanner installs, new version/modules installs, and managing/training users. Provides technical programming assistance for various projects. Investigates systems development, modifications, and interfaces to determine technical requirements and impact to system(s).</i> |