

EMPLOYMENT OPPORTUNITIES BULLETIN

Human Resources
185 E. Mill Street
Akron, OH 44325-4731

The University of Akron Employment Opportunities Bulletin is published bi-weekly by Human Resources. All instructions and deadlines must be observed when applying for open positions.

Open positions are advertised on a 24-hour Job Line. This information may be accessed with a touch tone telephone at (330) 972-7091. The Employment Opportunities Bulletin is available on The University of Akron Home Page at <http://www.uakron.edu/hr/eob>.

Faculty

April 27, 2009

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TITLE: Assistant Professor- Manufacturing & Mechanical Engineering Technology

DEPT NAME: ENGINEERING & SCIENCE TECHNOLOGY

POS: 004449

DUTIES: Develop, revise and deliver lecture and laboratory courses in the Manufacturing Engineering Technology Program and the Mechanical Engineering Technology Program including but not limited to: Robotics, Programmable Logic Controllers, Manufacturing Simulation and Automation in both the day and evening and may also involve instruction of other engineering technology courses. Required to update and maintain laboratories and equipment, maintain technical currency, actively participate in university, college, department and program committee work, engage in recruiting, and advising a diverse cadre of students and other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree in Engineering or Engineering Technology and either a Master's Degree in Engineering or a Master's Degree and a professional engineer license. In addition, two years of relevant and verifiable engineering experience, and one year of relevant teaching experience required.

SUBMIT MATERIALS: Submit a cover letter, curriculum vitae, names and contact information of three references and unofficial copies of transcripts (official copies of transcripts will be required for hire) to Thomas F. Lukach, Search Chair, Manufacturing Engineering Technology & Mechanical Engineering Technology Search Committee, The University of Akron, Akron, OH 44325-7104. Electronic submission accepted at: tlukach@uakron.edu.

TITLE: Associate Dean for Graduate Studies & Administration

DEPT NAME: Engineering Dean's Office

POS: 005527

SALARY: Competitive -

DUTIES: The College of Engineering at The University of Akron seeks an effective leader to serve as the Associate Dean for Graduate Studies and Administration. The successful candidate is expected to contribute to the continued success of the graduate programs in the College of Engineering. Graduate Studies responsibilities include: serving as the College's principal interface with UA's Graduate School for all matters affecting the operation of the MS and PhD programs offered by the College; working collaboratively with counterparts in the UA Colleges of Arts and Sciences and Business Administration, and with NEOUCOM with which the College of Engineering offers joint graduate programs; supporting the recruitment and retention efforts of the College's five departments; together with the College's Graduate Curriculum Committee, overseeing the graduate curricula; and administering and expanding the Curricular Practical Training experience for graduate students. In his/her role as Associate Dean for Administration, the candidate will support the Dean with: the planning and execution of the College's budget; the management and allocation of administrative and research space; the maintenance of pertinent programmatic statistical data, and interactions with The University's Human Resources Office.

QUALIFICATIONS: The successful candidate will have the necessary credentials to qualify for an appointment as a tenured faculty member at the rank of professor in one of the College's five academic departments. The position brings unique opportunities for collaborations with other academic and administrative units on campus to positively impact the education of graduate engineering students. A Ph.D. in an engineering discipline, administrative experience in academia and an exemplary record of professional accomplishment required. The Associate Dean is responsible to the Dean of the College of Engineering.

COMMENTS: Letters of nomination are actively sought as are application materials. Nominees will be contacted in a timely manner by the Chair of the Search Committee, and confidentiality will be maintained

upon request.

SUBMIT MATERIALS: Submit a cover letter, Curriculum Vitae and a list of five references who will be contacted after a thorough review and screening of the applicant pool to Mrs. Marilyn Brodie, Search Committee of Associate Dean for Graduate Studies and Administration, College of Engineering, The University of Akron, Akron, OH 44325-3901 or email to: mbrodie@uakron.edu.

TITLE: Associate Dean of Undergraduate Studies

DEPT NAME: Engineering Dean's Office

POS: 005390

SALARY:Competitive -

DUTIES: The successful candidate is expected to contribute to the continued success in growing the College of Engineering's undergraduate program through recruitment and retention; manage the advising of undergraduate students; in consultation with the faculty, oversee the undergraduate curricula; and administer and grow the scholarship program. In addition, the Associate Dean is expected to play a critical part in other important programs in the college, including Co-operative Education, Women in Engineering and IDEAS (Increasing Diversity in Engineering Academics).

QUALIFICATIONS: The successful candidate will have the necessary credentials to qualify for an appointment as a tenured faculty member at the rank of professor in one of the College's five academic departments. The position brings unique opportunities for collaborations with other academic and administrative units on campus to positively impact the education of undergraduate engineering students. The College seeks an individual with a Ph.D. in an engineering discipline, administrative experience in academia and an exemplary record of professional accomplishment. The Associate Dean is responsible to the Dean of the College of Engineering.

COMMENTS: Letters of nomination are actively sought as are application materials. Nominees will be contacted in a timely manner by the Chair of the Search Committee, and confidentiality will be maintained upon request.

SUBMIT MATERIALS: Submit a cover letter, Curriculum Vitae and a list of five references (who will be contacted after a thorough review and screening of the applicant pool) to Mrs. Marilyn Brodie, Search Committee of Associate Dean for Undergraduate Studies, College of Engineering, The University of Akron, Akron, OH, 44325-3901 or email to mbrodie@uakron.edu.

TITLE: Associate Dean (Open to current University employees only)

DEPT NAME: Honors College Dean's Office

POS: 005571

SALARY:Competitive -

DUTIES: Assist in several key areas, including recruitment of diverse cohorts of new students, retention of current students, working with Honors' student groups, engagement with faculty teaching in the College, daily management of the Honors Office, College programming, promotion, marketing and development efforts and strategic planning.

QUALIFICATIONS: Tenured, full professor, exemplary record of scholarly and professional accomplishment, demonstrated leadership and collaboration abilities. History of teaching excellence, inclusive student-centered focus, broad-based knowledge of UA campus, policies, departments and operational units.

SUBMIT MATERIALS: Submit a cover letter, Curriculum Vitae and a list of three references electronically to honorssearch@uakron.edu.

DEADLINE DATE: May 1, 2009

TITLE: Assistant/Associate/Full Professor of International Business**DEPT NAME:** Marketing**POS:** 005091**SALARY:**Competitive -

DUTIES: Candidates for this position must be committed to excellence in undergraduate and graduate teaching. Responsibilities include teaching courses in the field of International Business to students with different majors. The successful candidate must be willing and able to help further globalize the College of Business Administration. This individual must be an energetic and inventive faculty member with a bold and forward thinking vision for the future of international business. Both, practical and teaching experience is expected.

QUALIFICATIONS: Successful applicants will have a Ph.D. in a business discipline from an AACSB accredited or similarly accredited international university. Applicants who can complete dissertation prior to employment will be considered. Candidates must demonstrate a strong record of, or potential for quality research and teaching in International Business. Must be prepared to interact efficiently and effectively with students, faculty and business community locally, nationally, and internationally. Preference will be given to applicants who have experience in or a penchant for teaching International Business in a multi-discipline environment. Preference will be given to applicants who have relevant "non-academic" work experience in the field. The successful candidate may also have the opportunity to direct our Institute for Global Business.

COMMENTS: Review of application material will begin immediately

SUBMIT MATERIALS: Submit a cover letter, resume/curriculum vitae, and three professional letters of recommendation to Marie David, Assistant/Associate/Full-Professor of Marketing-International Business Search, The University of Akron
Marketing Department, Akron, Ohio, 44325-4804
Electronic submissions preferred at md12@uakron.edu.

TITLE: Assistant/Associate/Full Professor of Marketing**DEPT NAME:** Marketing**POS:** 005483**SALARY:**Competitive -

DUTIES: Candidates for this position must be committed to excellence in undergraduate and graduate teaching and must be ready to interact efficiently and effectively with students, faculty members, and the business community at a regional, national, and international level. This individual must be an energetic and inventive faculty member with a bold and forward thinking vision for the future of retailing, e-marketing, e-business, multichannel marketing, and direct marketing education in the United States and internationally. Responsibilities include teaching courses in the field of e-marketing, Multichannel Marketing, and Direct Marketing. A commitment to high quality research in relevant topical areas is required.

QUALIFICATIONS: Successful applicants will have a Ph.D. in a business discipline from an AACSB accredited or similarly accredited international university or the equivalent. Applicants who can complete dissertation prior to employment will be considered. Candidates must demonstrate a strong record of, or potential for quality research and teaching in Retailing, Creative Marketing, e-Marketing, and/or Multichannel Marketing. Must be prepared to interact efficiently and effectively with students, faculty and business community locally, nationally, and internationally. Preference will be given to applicants who have relevant "non-academic" work experience in the field. Candidates with strong experience in retailing are encouraged to apply. Candidates with interest and experience in related areas of Marketing will also be considered.

COMMENTS: Review of application material will start immediately.

SUBMIT MATERIALS: Submit a cover letter, resume/curriculum vitae, and three professional letters of recommendation to Marie David, Administrative Assistant, Assistant/Associate/Full-Professor of Marketing/e-Marketing/Retailing, The University of Akron, Marketing Dept., Akron, OH 44325-4804
Electronic submission preferred at md12@uakron.edu.

TITLE: Application Services Technical Lead**DEPT NAME:** Application Systems Services**POS:** 005449**SALARY:**Competitive -

DUTIES: Provide leadership for the Human Resources application development team. Responsible for the management of system applications development, project management and technical support of business units as assigned by the Director. Supervises assigned staff while providing direction for work activities and communicates with the University community affected by applications. Essential functions of this position include the design of applications, maintenance of new and existing assigned systems and computer programs, the review of software and hardware technology for the support of applications, and development of policies to ensure secure, efficient and appropriate use of systems technologies. In addition, the Tech Lead will create project plans, assign tasks to the project team, review project progress and prepare technical reports, programming specifications, file layouts and program documentation and will report project status to supervisors and project committees. Evaluation, diagnosis and repair of system malfunctions are also functions of this position. Other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree and minimum of five years experience in application systems, development, implementation, and programming, along with an understanding of project management methodologies. PeopleSoft implementation or implementation of other HR ERP modules is required. The ability to access relational databases via SQL is also required. In addition, the successful candidate must possess excellent communication, analytical, problem solving and leadership skills. Supervisory experience is preferred.

COMMENTS: Review of applications will begin immediately.

SUBMIT MATERIALS: Submit resume, letter of intent referencing job number 5449, and three professional names of reference to Mrs. Sheila Thomas, Information Technology Services, The University of Akron, Akron, OH 44325-3501 or email to tsheila@uakron.edu.

TITLE: Assistant to the Instructional Director**DEPT NAME:** College of Polymer Science and Polymer Engineering**POS:** 005568**SALARY:**Competitive -**END:** 04/24/2009

DUTIES: The Assistant to the Instructional Director will have primary responsibility in assisting the Instructional Director in the day-to-day management of a technician workforce training program for the elastomer conversion industry involving instruction at The University of Akron and at a newly established institute abroad. Work closely with the heads of other groups and functions inside this project and the University, coordinate development of training materials in elastomer science and technology, coordinate review of draft workforce training modules, and assist in hiring/recruiting of elastomer experts.

QUALIFICATIONS: Requires a Masters degree in Polymer Science, Materials Science, Chemistry or Chemical Engineering with advanced knowledge of elastomeric materials, processing, testing and characterization and/or tire manufacturing. PhD degree preferred. Requires five or more years of experience in leadership roles, experience in project management, and solid knowledge of MS Office software. Work experience in an international environment preferred.

SUBMIT MATERIALS: Submit cover letter, resume, salary requirements, and three references to Dr. Victor M Monroy, Search Committee Chair, College of Polymer Science and Polymer Engineering, The University of Akron, Akron, OH 44325-3909. Electronic submission preferred at vmonroy@uakron.edu.

TITLE: Director, Office of Accessibility**DEPT NAME:** Office of Accessibility**POS:** 005478**SALARY:**Competitive -

DUTIES: The director is responsible for the leadership and management of all services and activities related to the Office of Accessibility including oversight and development of policies and procedures to provide effective services for students with disabilities; meeting with students individually to design and coordinate accommodations and services; supervision of other staff members, including oversight of an adaptive technology lab, development of liaisons with other University departments; working closely with the University ADA Coordinator to carry out outreach and education to the campus community; and conducting regular assessment of services and learning outcomes.

QUALIFICATIONS: Master's Degree in Rehabilitation Counseling, Psychology, Higher Education Administration or other relevant field (Doctoral Degree preferred) and minimum of four years of experience in higher education with emphasis on disability-related services required. Administrative experience including supervision of professional staff, knowledge of federal and state disability legislation, budgeting, and strategic planning, strong interpersonal skills and experience working with students of diverse educational, racial, ethnic and cultural backgrounds also required.

COMMENTS: Review of application material begins April 30, 2009 and will continue until the position is filled.

SUBMIT MATERIALS: Submit a detailed cover letter specifying the position for which you are applying, resume and three current references to Dr. Stacey Moore, Search Chair Director, Office of Accessibility, The University of Akron, Simmons Hall 105 Akron, OH 44325-6213. Electronic submission accepted at: staceyjm@uakron.edu.

TITLE: Manager, Informal Recreation**DEPT NAME:** Student Recreation & Wellness Services**POS:** 005522**SALARY:**Competitive -

DUTIES: Reporting to the Director of SRWS and Associate Director of Operations, the Manager Informal Recreation is responsible for the general supervision and safety of the SRWS and the Ocasek Natatorium. The position oversees the reservations & scheduling of the SRWS and related duties including, but not limited to, responsibilities for the logistics of reservations and supervision of events in the facilities. They will be responsible for hiring, training, evaluating and supervising of facility related student employees, assist in development & application of employee training in safety, patron service and job specific tasks. Some of the additional duties for this position include working with university and community for scheduling, billing and contracts, personnel, supervision and other duties related with facility reservations, responsible for operating facility and membership management software, hire, train and supervise students and part time employees (desk staff, court monitors) in areas of responsibility, generating required reports for Director and Associate Director when necessary, provide customer service and assist in resolving patron issues, assist in developing budget and monitor revenue and expenses throughout fiscal year, assisting with inspections of the SRWS and other facilities in the department, enforcing and reviewing Risk Management related policies and procedures, supervising special events hosted in the facility and other facilities in the department, responsible for all entry and access by members and other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree in Sports Management Recreation or related field and a minimum of two years experience in campus recreation in a college facility environment. Must be able to work a flexible schedule including nights and weekends. Other requirements for the position include strong computer skills such as Microsoft Suite & CSI-Spectrum Management System or similar software experience. Experience in a leadership role, strong oral and written communication skills, experience managing large events and current CPR/AED and First Aid certification.

Preferred: Preferred qualifications for this position include a Master's Degree in Sports Administration, accounting experience, American Red Cross/CPR /First Aid instructor Certification, Pool Operation Certification, Management experience involving swim meets and other large events.

SUBMIT MATERIALS: Submit a cover letter, a resume, and three professional references in Word or PDF format to: ede2@uakron.edu

TITLE: Manager, SRWS Systems**DEPT NAME:** Student Recreation & Wellness Services**POS:** 005246**SALARY:**Competitive -

DUTIES: Reporting to the Director and Associate Director of Operations, the Manager, SRWS Systems is responsible for supporting the business operations of the SRWS. The Manager, SRWS Systems is the primary liaison to IT Services on campus for issues related to computer hardware, software and peripherals in the department and offices located in the recreational facilities. Some of the duties of this position include: Manage the application of the SRWS database management system (CSI) and other recreational related computer applications, serve on Manager on Duty (MOD) Rotation Team, daily management and update of Student Recreation & Wellness Department website, develop effective and efficient methods to assist department operations with recreational related technology & software programs, research emerging technologies that improve system's operations, serve as liaison with IT Services on campus as well as software vendor on system's performance and system's upgrades, produce reports and assist with developing methods for department assessment with reported information, oversee security video software and hardware for the department, train department staff on using software including performing daily downloads of patron information, installing essential upgrades and troubleshooting software applications, developing and updating department handbooks, manuals, training information, and university policies related to the usage of computer applications and other duties as assigned.

QUALIFICATIONS: Qualified candidates for this excellent opportunity are required to have a Bachelor's degree in Sports Management, Recreation Management, or related field and a minimum of 2 years of experience with Computer System management and report development. Excellent customer service and outstanding verbal and written communication skills are required. The position requires a high level of computer skills, knowledge of hardware and software, computer networking experience, and operating system experience. The qualified candidate must have experience using Adobe Studio Package, Adobe Creative Suite. Must be able to work a flexible schedule including nights and weekends. Preferred Qualifications: Master's degree in a related field and graphic design experience is preferred. Work experience in software administration and programming in a similar work environment is highly preferred. Basic video producing and editing experience is a plus.

COMMENTS: Review of applications will begin immediately.

SUBMIT MATERIALS: Submit a cover letter, resume, and three professional references in Word or PDF format to: ede2@uakron.edu.

TITLE: Manager, Facility & Membership**DEPT NAME:** Student Recreation & Wellness Services**POS:** 004224**SALARY:**Competitive -

DUTIES: Reporting to the Director of SRWS and Associate Director of Operations, the Manager of Facility and Membership is responsible for supervising the daily operations of the SRWS and the Ocasek Natatorium. Also responsible for membership, guest pass, Pro shop sales and related fiscal policies and procedures. Responsible for hiring, training, evaluating and providing leadership to part-time and student workers. Some of the additional duties for this position include: Increasing and promoting membership sales, pro shop sales, and guest pass sales, generating required reports for Director and Associate Director when necessary, provide customer service and assist in resolving patron issues, responsible for hiring, training & evaluating building supervisors, assisting with inspections of the SRWS and other facilities in the department, enforcing and reviewing Risk Management related policies and procedures, supervising special events hosted in the facility and other facilities in the department and other duties as assigned.

QUALIFICATIONS: Candidates for this career opportunity are required to have a Bachelor's Degree in Sports Management Recreation or related field and a minimum of 2 years experience in campus recreation in a college facility environment. Must be able to work a flexible schedule including nights and weekends. Other requirements for the position include strong computer skills in programs such as Microsoft Suite & CSI-Spectrum Management System or similar software experience. Experience in a leadership role, strong oral and written communication skills, experience managing large events and current CPR/AED and First Aid certification.

Preferred qualifications for this position include a Master's Degree in Sports Administration, accounting experience, American Red Cross/CPR /First Aid instructor Certification, Pool Operation Certification, Management Systems experience with swim meets.

SUBMIT MATERIALS: Submit a cover letter, a resume, and three professional references in Word or PDF format to: ede2@uakron.edu.

TITLE: Assistant Director*Temp***DEPT NAME:** Archives of the History of American Psychology**POS:** 005566**SALARY:**Competitive -**END:** 06/30/2011

DUTIES: In conjunction with the director, manage and supervise the daily operations of the Archives of the History of American Psychology. Work with archives staff to identify, implement and maintain best practices. Serve as a liaison and provide information to the history of psychology community and the public. Maintain donor relations and support ongoing development efforts.

QUALIFICATIONS: A Master's degree in history of psychology/human science required, PhD preferred. Demonstrated record of successful engagement with the history of psychology community required. Strong interpersonal, problem-solving and management skills required. Archival research experience and grant writing ability preferred.

COMMENTS: This is a full time annually renewable position based on funding and performance.

SUBMIT MATERIALS: Submit a letter of interest, curriculum vita and names and contact information for three references to Assistant Director Search, Archives of History of American Psychology, Ms Cathy Herold, The University of Akron, Akron, OH 44325-4703 or email to: cherold@uakron.edu.

TITLE: Assistant Director Student Employment*Temp***DEPT NAME:** Center for Career Management**POS:** 005018**SALARY:**\$32, 988.00 - Annual**END:** 06/10/2009

DUTIES: General responsibilities include but are not limited to: developing and implementing a strategic plan for student employment on and off campus that is focused on student experiential learning and compliments their career interests and academic pursuits; building a learning centered campus culture to ensure that student employee experiences contribute to career development and goals; producing training manuals for departments related to effective hiring and training of student employees and professionalism in the work environment; develop and monitor student employee evaluations and learning outcomes for the campus; building relationships with local employers and departments who are seeking students for part-time employment and increasing the number of students employed.

QUALIFICATIONS: A Masters degree in Higher Education, Student Services, Business/Human Resources or a related field of study, and a minimum of two years experience working in a higher education environment required. Strong oral and written communication, excellent organization, detail-oriented and record-keeping skills, experience in delivering excellent customer service to diverse groups of people, working knowledge of Word, Excel, Access, and Peoplesoft, the ability to search for and identify student candidates for various positions required.

COMMENTS: This is a full time annually renewable position based on funding and performance. Review of applications will begin on May 1, 2009.

SUBMIT MATERIALS: Submit a cover letter, resume and the names and contact information for three references to Joe Protopapa, Search Chair, Department of Residence Life & Housing c/o Kris Nakoneczny, The University of Akron, Akron, Ohio 44325-1401 or email to studentemploymentsearch@uakron.edu.

TITLE: Program Director*Temp***DEPT NAME: Chief Diversity/Equity Office****POS: 005564****SALARY:Competitive -****END: 06/30/2010**

DUTIES: The Office of Inclusion & Equity and Chief Diversity Office's goal is to create a welcoming environment for students, faculty, staff and visitors. At the University of Akron, we respect and celebrate our differences and invite you to join us in creating an environment in which we can all excel. We strongly believe in "Inclusive Excellence"; which is defined as valuing all differences, including differences beyond race. For more information about our office, please visit <http://www.uakron.edu/ie/>. Responsibilities for this position include assisting in the development, implementation, and evaluation of programs to support the Strategic Roadmap, communicate the message of inclusive excellence throughout our campus and broader community highlighting The University's initiatives, programs, and services with a high visibility on our website and through other marketing methods, provide support to the Office of Inclusion and Equity, and to The University Diversity Council and Sub-Committees, develop strategies to accomplish the goals of the strategic roadmap, assist and create methods for increasing retention efforts and focus on improved graduation rates among minorities and other duties and projects as assigned by the supervisor.

QUALIFICATIONS: A bachelor's degree and at least five years of experience with Student Personnel required (Master's degree preferred). The incumbent must be well aware of inclusive excellence initiatives/diversity attainment initiatives and cultural communication differences. The successful candidate should be able to present and provide training sessions in the areas of diversity, organizational development, and strategic planning. Grant writing & development/fundraising skills are expected.

SUBMIT MATERIALS: Submit a resume/curriculum vitae, a cover letter, and three professional letters of recommendation to Chair of Search Committee-Program Director, Office of Inclusion and Equity/CDO, Leigh Hall 309, The University of Akron, Akron, OH 44325-6237. Electronic submissions are preferred at sgirton@uakron.edu.

TITLE: Fiscal Administrator*Temp***DEPT NAME: College of Polymer Science and Polymer Engineering****POS: 005567****SALARY:Competitive -****END: 04/30/2010**

DUTIES: Provide detailed analytical support for the fiscal operations of a major project to include the creation of new accounts, monitoring of budgets and cash management. Maintain the project accounting system. Monitor financial transactions to ensure project's financial stability and ensure adherence to proper accounting policy and procedures. Monitor the expenditures and budgets for accuracy. Notify individuals regarding budgetary issues when necessary. Generate monthly financial reports and detailed budget analysis and projections. Provide assistance to other departments while responding to outside inquiries regarding operations and fiscal management, including the year end audit. Serve as the project principle contact for fiscal matters.

QUALIFICATIONS: A relevant Bachelor's degree (Accounting degree preferred) and minimum four years experience in financial accounting and fiscal management required. Strong analytical and computer skills to include accounting systems, spreadsheets, databases and word processing. Ability to work in a fast-paced environment with strict deadlines, handle multiple tasks and adapt to change is essential. Ability to analyze financial data and prepare financial reports, budgets and projections. Payroll and audit experience is highly desirable.

SUBMIT MATERIALS: Submit cover letter including salary requirements, resume and three references to Dr. Victor M. Monroy, Search Committee Chair, College of Polymer Science and Polymer Engineering , The University of Akron, Akron OH 44325-3909. Electronic submission preferred at vmonroy@uakron.edu.

TITLE: Director, Medina County University Center*Temp***DEPT NAME:** Medina County University Center**POS:** 005504**SALARY:**Competitive -

DUTIES: The Medina County University Center (MCUC) opened in January 2008. The Director will build upon the successful opening and growing enrollment at MCUC concentrating on creating and expanding business and operational systems, partnership arrangements and revenue share agreements, recruitment and marketing strategies, customer relationship management, and strong community relations. Activities include business and industry engagement, establishment of recruitment pathways, and innovative curriculum development. The ideal candidate is an energetic and innovative leader with a track record of creating and sustaining partnerships especially within education and industry.

QUALIFICATIONS: Masters degree in Business, education, or related field and five years of experience in a leadership role, budget and project management required. Strong supervision skills and knowledge of Ohio's workforce development system is required. Director is responsible for nine staff plus development and fostering of relationships with UA faculty.

COMMENTS: This is a full time annually renewable position based on funding and performance.

SUBMIT MATERIALS: Submit cover letter and resume to Chair of Search Committee, Holly Harris Bane, Office of the Senior Vice President and Provost, Buchtel Hall 102, The University of Akron, Akron, OH 44325-4703. Electronic submission preferred at: harrisb@uakron.edu.

Instructions for Applicants

APPLICATION MATERIALS WILL ONLY BE ACCEPTED IN RESPONSE TO POSTED AND ADVERTISED JOB OPENINGS. PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH POSTING WITH THE JOB TITLE AND THE POSITION NUMBER (POS) LISTED. Employment Services does not accept application materials by fax. Application materials for staff openings can be found at www.uakron.edu/hr/EmployServs.php. Applicants must complete the Application for Staff Employment for each position they wish to be considered. All applications must clearly indicate how the minimum qualifications are met. Applications that do not, will not be given consideration.

Completed application materials must be received in Human Resources - Employment Services no later than 4:00 p.m. on the deadline date. The Office of Human Resources is located at 185 E. Mill Street. Visitors may park at metered parking located on South College Street. Applications may be submitted in person between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Application materials sent via U.S. mail will not be accepted if they are received after the posted deadline date. These postings reflect general job duties and are recruitment advertisements. They are not intended to contain a detailed description of a position.

The Employment Services unit in Human Resources has created a website that will enable applicants to check the status of each Staff position. The status of positions will be updated daily as required. The Status Sheet can be accessed at www.uakron.edu/hr/docs/eobstatus.pdf. The University will no longer mail individual letters to applicants at the conclusion of each Staff search. We appreciate your interest in employment with The University of Akron and encourage you to access our website for up-to-date information on each Staff search.

TITLE: Secretary**DEPT NAME:** Multicultural Development**POS:** 005446**SALARY:**\$10.43 - Hourly**GRADE:**114

DUTIES: Type from written copy, oral instructions and/or dictation. Proofread documents and make corrections. Type technical reports, memos, letters and forms. Create and update database and provide information on request. Type and distribute meeting minutes and compose correspondence. Greet students and visitors while responding to or directing questions to appropriate person/departments. Answer phones, screen calls, schedule appointments or meetings and make travel arrangements. Manage incoming and outgoing mail, make copies, send faxes, order office supplies, material, equipment and other materials. Maintain inventory and filing system.

QUALIFICATIONS: Requires high school diploma or GED and one year experience in performing secretarial duties and general office procedures. Strong typing and computer skills including word processing, spreadsheet, and database capabilities required. Good communication skills, organizational skills and attention to detail required. Minimum of one year experience in a higher education setting preferred.

DEADLINE DATE: May 4, 2009

TITLE: Master Building Services Worker**DEPT NAME:** PHYSICAL FACILITIES**POS:** 005584**SALARY:**\$13.26 - Hourly**GRADE:**4

DUTIES: Direct Building Services Workers and inspect cleaning of designated buildings. Perform all tasks of Building Services Worker. Train and provide technical assistance to workers. Assist with inventory and payroll records.

QUALIFICATIONS: Requires high school diploma or GED, valid Ohio Driver's License and knowledge of and ability to run automatic floor scrubbers, vacuums, and buffers. Ability to lift, move supplies, equipment or furnishings, ability to read and understand warning signs and understand simple to complex technical information required. Excellent customer service skills, experience in custodial field and being team oriented necessary. Experience directing others preferred.

COMMENTS: Shift: 10:00 p.m. to 6:30 a.m. May be required to work various shifts, overtime, emergencies, holidays and/or weekends.

DEADLINE DATE: May 4, 2009

TITLE: General Maintenance Worker*Temp***DEPT NAME: RESIDENCE LIFE & HOUSING****POS: 005491****SALARY:\$10.00 - Hourly****END: 09/26/2008**

DUTIES: Perform maintenance work in occupied/unoccupied residence area rooms to include wall repair, painting, and carpentry. Perform preventive maintenance, record completed work and assist other areas as needed.

QUALIFICATIONS: High School Diploma/GED and valid Ohio driver's license required. Experience and knowledge of drywall, wall repair and patching, maintenance, repair work, and safety practices required.

COMMENTS: Selected applicants will be subject to background check. This is a part-time temporary position and is subject to the availability of funding and the employment needs of the University.
