

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

May 11, 2009

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TITLE: Department Chair (Open to current University employees only)

DEPT NAME: Computer Science

POS: 005605

SALARY:Competitive -

DUTIES: Provide leadership to the Department and within the College, in departmental governance, administrative budgets, teaching loads and assignments, staff supervision and evaluation, support curriculum development and teaching initiatives for increased enrollment and student retention at both the undergraduate and graduate levels, be responsible for implementing rules regarding RTP, merit evaluation, teaching assistant assignments, undergraduate and graduate graduation requirements, provide advocacy of the bargaining environment. The initial term of appointment as chair is four years with the possibility of renewal.

QUALIFICATIONS: A Ph.D. in Computer Sciences or closely related field, currently holding, or approved for, rank of Professor, an exemplary research and teaching record, involvement with scholarly activities related to the department's graduate program, including external funding required.

COMMENTS: Applicants are encouraged to visit the Department of Computer Science website at <http://www.cs.uakron.edu/>.

SUBMIT MATERIALS: Submit a cover letter, curriculum vita, names and contact information of three references electronically to: liszka@uakron.edu.

DEADLINE DATE: May 24, 2009

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: Assistant/Associate/Full Professor of Business Law**DEPT NAME:** FINANCE**POS:** 004140**SALARY:**Competitive -

DUTIES: Twenty-four credit teaching load with six credit release for research and publication (net three sections per semester of teaching for research active faculty), expected duties consistent with a career path of high quality performance in the areas of teaching, research, publications and service to students, the Department, College, University and the community.

QUALIFICATIONS: Requires J.D. from an A.B.A. accredited law school. Candidates with an MBA are preferred, however, candidates with an undergraduate business degree and relevant business experience or with significant business-related professional experience will also be considered. The successful candidate should be able to demonstrate a strong record of, or potential for, quality research and teaching, and have the ability to interact effectively with students, faculty and the business community.

SUBMIT MATERIALS: Send cover letter, curriculum vita, transcripts of university and/or college work and at least three professional letters of recommendation to Asst/Assoc/Full Professor of Business Law, Department of Finance Position #4140, Mr. John Matejkovic, Search Committee, Postal: College of business Administration, The University of Akron, Akron, OH 44325-4803. Electronic submission preferred at JEM@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: Assistant/Associate/Full Professor of Marketing**DEPT NAME:** Marketing**POS:** 005547**SALARY:**Competitive -

DUTIES: Responsibilities for this position include teaching undergraduate and graduate courses in Professional Selling, Sales Management and Business Negotiations and have the ability to interact effectively with students, faculty members, and the business community. This successful candidate must be an inventive and energetic professional with a strong record of or potential for quality research in Professional Selling, Sales Management and Professional Business Negotiations. Both practical and teaching experiences are expected.

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 Business Negotiations, Sales Management and Professional Selling. 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 Sales in a multi-disciplinary environment. Preference will be given to applicants who have relevant "non-academic" work experience in the field. Candidates with interest and experience in related areas of Marketing will be considered. The successful candidate may also have the opportunity to direct our Fisher Sales Laboratory. <http://www.uakron.edu/colleges/cba/institutes/fisher/index.php>.

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

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: Department Chair/Professor (Open to current University employees only)**DEPT NAME:** Philosophy**POS:** 005604**SALARY:**Competitive -

DUTIES: Provide leadership to the Department and within the College, and in departmental governance, faculty development, undergraduate program development, advocacy of the Department's interests within the College and University, and budgetary management. Chair is expected to maintain an active scholarly agenda in subject area included within the department's area of expertise and to teach his/her area of scholarly specialization. The initial term of appointment as chair is four years with the possibility of renewal.

QUALIFICATIONS: A PhD. in Philosophy or related field, currently holding or approved for rank of professor required. Demonstrated administrative, leadership, communication skills, teaching excellence and an exemplary research and teaching record required.

COMMENTS: Applicants are encouraged to visit the Department of Philosophy website at:
<http://www.uakron.edu/philosophy>.

SUBMIT MATERIALS: Submit a cover letter, curriculum vita, and names and contact information of three references electronically to shott@uakron.edu.

DEADLINE DATE: May 24, 2009

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: Accountant Senior**DEPT NAME:** Associate VP & Controller**POS:** 005544**SALARY:**Competitive -

DUTIES: Design, test and document new accounting systems, both ERP and subsidiary, coordinate programming requirements with technical staff, analysis, design improvement and documentation of business processes which affect accounting data, integration of technology solutions where appropriate, preparation and delivery of system training, maintenance and monitoring of production accounting systems, design of financial system reports and queries, monitor system usage to determine data needs and efficiency of use, act as liaison between the business community and the IT organization.

QUALIFICATIONS: Bachelor's degree in accounting and minimum of five years of relevant business experience with exposure to many accounting areas required. Expert level knowledge of major ERP Accounts Payable, Purchasing or Grants suite of modules required, Peoplesoft preferred. Experience in recommending application and business process improvements, coordinating functional requirements, supporting production and managing change, excellent written and oral communication skills and detail oriented with highly developed analytical and problem solving skills required.

SUBMIT MATERIALS: Submit a cover letter, which briefly describes how your experience corresponds with the qualifications and responsibilities of this position, along with a resume and the names and email addresses of three references electronically to beynon1@uakron.edu.

TITLE: Associate Head Men's Basketball Coach**DEPT NAME:** Athletics Office**POS:** 005593**SALARY:**Competitive -

DUTIES: Recruit and coach a Division I men's basketball team. Administrative responsibilities as assigned by the head coach. Scouting and game preparation as requested by the head coach. Schedule and practice planning.

QUALIFICATIONS: Bachelor's degree is required, master's preferred. College coaching experience, recruiting experience and scheduling and practice planning experience at the college level preferred. Knowledge of NCAA and MAC rules and regulations as related to Division I Athletics preferred.

TITLE: Assistant Director, Marketing & Promotions**DEPT NAME:** Athletics Office**POS:** 005576**SALARY:**Competitive -

DUTIES: Reporting to the Assistant AD for Marketing, this position will assist in advance ticket sales including group and season tickets for football and men's and women's basketball. This position will develop and implement marketing and promotional plans for assigned sports with a focus on developing strategies to increase attendance and revenue. Position will also assist in event operations, web-site maintenance, design of promotional materials and oversight of intern program.

QUALIFICATIONS: Bachelor's degree required with preference given to individuals with one to two years experience in collegiate marketing and ticket sales. Excellent verbal and written communications skills and the ability to use relevant computer software is required. Position requires working extended 8-hour workdays and weekends. This is a full-time, twelve month position.

SUBMIT MATERIALS: Submit cover letter, resume and three references to Elizabeth Brinkmann, Assistant Athletics Director of Marketing, JAR Arena Room 83, The University of Akron, Akron, OH 44325-5201 or email to ebrinkm@uakron.edu.

DEADLINE DATE: Jun 12, 2009

TITLE: Assistant to the Instructional Director**DEPT NAME:** College of Polymer Science and Polymer Engineering**POS:** 005568**SALARY:**Competitive -**END:** 04/30/2010

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 Master's 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: 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: Admissions Counselor**DEPT NAME:** VP, Student Affairs - WAYNE COLLEGE**POS:** 005595**SALARY:**Competitive -

DUTIES: Advise prospective students and others regarding program offerings and admissions requirements and assist in implementing a variety of programs related to the University's marketing plan. Plan and conduct recruiting activities at designated high schools and college fairs. Act as a liaison with the various colleges' orientation programs. Assist in implementing the marketing and enrollment management plans.

QUALIFICATIONS: A relevant Bachelor's degree from an accredited college or university, one year of experience in an admissions office as a student assistant, graduate assistant, or admissions officer and a valid driver's license required. Knowledge of university program offerings and admissions process required. Knowledge of personal computer and mainframe use in student information systems required. Excellent verbal and written communication skills required. Public speaking skills and the ability to communicate with diverse audiences required.

COMMENTS: This is a full-time position at The University of Akron Wayne College campus in Orrville, Ohio.

SUBMIT MATERIALS: Submit a cover letter, resume and names of at least three references to Ms. Angie Boothe, The University of Akron
Wayne College, 1901 Smucker Road, Orrville, OH 44667
or e-mail to aboothe@uakron.edu.

DEADLINE DATE: Jun 8, 2009

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 Master's 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.

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: Master's 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: Office Assistant (Open to current University employees only)

Temp

DEPT NAME: University Dining Services

POS: 005590

SALARY: \$8.00 - \$11.00 Hourly

DUTIES: Duties include departmental billing, invoice processing and reconciliation, special projects (inventory system upgrade for C-Store, Benchmarking), assisting with accounts payable, meal plan changes, training and other duties as assigned.

QUALIFICATIONS: Requires high school diploma/GED and six months experience in office duties including experience with Microsoft Word, Excel and Outlook.

COMMENTS: This is a full-time temporary position and is subject to the availability of funding and the employment needs of the University.

DEADLINE DATE: May 18, 2009
