

# 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>.

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Faculty

June 22, 2009

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**TITLE: Chair, Department of Marketing**

**DEPT NAME: MARKETING**

**POS: 005115**

**DUTIES:** The Chair will report directly to the Dean and be responsible for managing the department including faculty recruiting, course scheduling, and merit review processes; evaluating, revising and initiating academic programs; and advising and working closely with the dean to help manage the college.

**QUALIFICATIONS:** The successful candidate must possess a Ph.D. or D.B.A. in a business discipline from an AACSB-accredited or similar foreign university. In addition, the successful candidate will have academic credentials necessary to obtain indefinite tenure and the rank of Professor at the time of appointment. This person will have a high energy level and is expected to demonstrate excellent interpersonal skills; the ability to lead and manage faculty; a commitment to collegiality and the ability to interact effectively with senior business executives. The candidate should be familiar with appropriate personnel and budgetary management processes including setting objectives, developing measures, and monitoring implementation efforts. Prior management experience, preferably in academia, is desirable.

**COMMENTS:** To learn more about the College of Business Administration, please consult the following web site: [www.uakron.edu/cba](http://www.uakron.edu/cba).

**SUBMIT MATERIALS:** Submit a curriculum vitae, names of three references and cover letter to Dr. Raj Aggarwal, Dean, C/O Mrs. Danica Houle, The University of Akron, College of Business Administration, Akron, OH 44325-4805. Electronic submission preferred at: [dhoule@uakron.edu](mailto:dhoule@uakron.edu).

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**TITLE: Associate Professor**

**DEPT NAME: Nursing - Instruction**

**POS: 005543**

**DUTIES:** The University of Akron College of Nursing, a vibrant and diverse learning community, is a leading US nursing school that has transformed the lives of people through caring, competence and commitment. The College is seeking an Associate Professor to teach students and develop and advance a program of research and scholarship.

**QUALIFICATIONS:** Doctorate in Nursing or related field, eligibility for Ohio licensure and a Certificate of Authority required (ABD will be considered). Established research, publications and teaching experience in Acute Medical/Surgical, Intensive and Critical Care or Acute Pediatric Nursing preferred.

**SUBMIT MATERIALS:** Submit a letter of interest and curriculum vitae to: Connie Chronister, Search Chair, The University of Akron, College of Nursing, Akron, OH 44325-3701. Electronic submissions are preferred at: [csc21@uakron.edu](mailto:csc21@uakron.edu).

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**TITLE: Assistant Professor****DEPT NAME:** Nursing - Instruction**POS:** 005589

**DUTIES:** The University of Akron College of Nursing, a vibrant and diverse learning community, is a leading US nursing school that has transformed the lives of people through caring, competence and commitment. The College is seeking an Assistant Professor to teach students and develop and advance a program of research and scholarship.

**QUALIFICATIONS:** Doctorate in Nursing or related field, eligibility for Ohio licensure and a Certificate of Authority required (ABD will be considered). Established research, publications and teaching experience in Acute Medical/Surgical, Intensive and Critical Care or Acute Pediatric Nursing preferred.

**SUBMIT MATERIALS:** Submit a letter of interest and curriculum vitae to: Connie Chronister, Search Chair, The University of Akron, College of Nursing, Akron, OH 44325-3701. Electronic submissions are preferred at: [csc21@uakron.edu](mailto:csc21@uakron.edu).

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**TITLE: Assistant Professor of Polymer Engineering****DEPT NAME:** Polymer Engineering**POS:**005601**SALARY:** Competitive

**DUTIES:** This is a tenure-track Assistant Professor position with research interests in the area of biomaterials processing and design, especially for design and fabrication of biomedical devices and sensors. This research will capitalize on state-of-the-art infrastructure available in the University's Wright Center for Multifunctional Nanomaterials and Devices and the BioInnovation Institute of Akron. Teach graduate classes in Polymer Engineering (M.S. and Ph.D.), teach undergraduate classes in the Mechanical Polymer Engineering program (BSMPE), advise thesis and dissertation research, develop first-rate research program, and seek external funding to support graduate students.

**QUALIFICATIONS:** A Ph.D. in biomedical, chemical, or mechanical engineering or a related discipline required. Research interests in the area of biomaterials processing and design, especially for design and fabrication of biomedical devices and sensors required. A proven record of scholarly publications, and strong communication skills required. Potential to establish a strong, nationally recognized, externally-funded research program preferred.

**SUBMIT MATERIALS:** Submit a cover letter, resume, list of publications, documentation of prior research support (if applicable), detailed research and teaching plans, and three confidential letters of reference to Prof. Alamgir Karim, Polymer Engineering Search, Department of Polymer Engineering, The University of Akron, Akron, OH 44325-0301.

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**TITLE: Professor-Ohio Research Scholar position in Biobased Advanced Materials and Energy****DEPT NAME:** Polymer Science**POS:** 005597**SALARY:**Competitive-

**DUTIES:** The Department of Polymer Science is seeking applications for an Endowed Chair Professor position with a research program in the emerging areas of polymer chemistry of biobased materials, green chemistry, or biomaterials. The Research Scholar will collaborate closely with cluster hiring at The Ohio State University and University of Dayton and may have an adjunct appointment with the Department of Horticultural and Crop Science at The Ohio State University campus located in Wooster, Ohio. The chosen candidate will be expected to create innovative and novel plant-based chemicals and products and lead an internationally recognized program including developing and mentoring collaborative research teams and partnerships involving other universities, government, and private industry.

**QUALIFICATIONS:** A Ph.D. in Chemistry, Polymer Science, Biochemistry, Chemical Engineering or a closely related field required. A proven record of scholarly achievement as documented by publications, patents, and letters of recommendation required. Must have excellent communication skills and the ability to create a robust, externally-funded research program.

**SUBMIT MATERIALS:** Submit a cover letter, curriculum vitae, including a list of publications, documentation of prior research support, evidence of industrial collaboration and technology transfer experience, detailed research and teaching plans, and names of three references with contact information to Professor Matthew Becker, ORSP Search Position, Department of Polymer Science, The University of Akron, Akron, OH 44325-3909.

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**TITLE: Professor of Polymer Science-Ohio Research Scholar in Biomaterials in the****DEPT NAME:** Polymer Science**POS:** 005599**SALARY:**Competitive -

**DUTIES:** The Department of Polymer Science is seeking applications for an Endowed Chair Professor position with a research program in the emerging areas of polymer chemistry of biomaterials, tissue engineering, and targeted drug delivery. The Research Scholar will collaborate closely with cluster hiring at the Northeastern Ohio Universities Colleges of Medicine and Pharmacy (NEOUCOM/P). The successful candidate will be a member of the Orthopaedics Research Cluster of Northeast Ohio consisting of The University of Akron, NEOUCOM/P, Case Western Reserve University, Lerner Research Institute of the Cleveland Clinic Foundation, Akron General Medical Center, Akron Children's Hospital, and Summa Health System. The chosen candidate will be expected to lead an internationally recognized program including developing and mentoring collaborative research teams and partnerships involving other universities, local hospitals, and private industry.

**QUALIFICATIONS:** A Ph.D. in Chemistry, Polymer Science, Biochemistry, Chemical Engineering or a closely related field and should have a strong background in biological or biomedical sciences, (preferably orthopaedic-related) research required.

**SUBMIT MATERIALS:** Submit a cover letter, curriculum vitae, including a list of publications, documentation of prior research support, evidence of industrial collaboration and technology transfer experience, detailed research and teaching plans, and names of three references with contact information to Professor Matthew Becker, ORSP Search Position, Department of Polymer Science, The University of Akron, Akron, OH 44325-3909.

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**TITLE: Assistant/Associate Professor of Polymer Science****DEPT NAME:** Polymer Science**POS:** 005600**SALARY:**Competitive -

**DUTIES:** This is a tenure-track Assistant Professor position with research interest in the emerging areas of biomaterials, biophysics, and bioimaging. Teach graduate and undergraduate classes. Exemplary research mentoring of graduate students. Establishing a nationally recognized, externally-funded research program. Collegially assisting in Department, College and University committees and other activities promoting the Department's, College's, and University's strategic objectives.

**QUALIFICATIONS:** A Ph.D. in Material Science, Polymer Science, Polymer Physics, Chemical Engineering or a closely related field required. Also requires a proven record of scholarly achievement as documented by publications and very strong letters of recommendation, excellent communication skills and the potential to establish and maintain a robust, externally-funded, nationally-recognized research program.

**SUBMIT MATERIALS:** Submit a cover letter, resume, list of publications, documentation of prior research support ( if applicable), detailed research and teaching plans, and three confidential letters of reference to Professor Gustavo Carri, Polymer Physics Search, Department of Polymer Science, The University of Akron, Akron, OH 44325-3909.

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**TITLE: Associate Director, Institute for Teaching & Learning****DEPT NAME: SENIOR VP & PROVOST****POS: 004794**

**DUTIES:** The Associate Director will serve as the contact for faculty and community organizations to develop and sustain initiatives and programs related to student's experiential learning. The Associate Director will advance excellence in experiential learning through service learning and undergraduate research initiatives at the University. The Associate Director will be integral in advancing and assessing activities related to service learning and undergraduate research. Essential duties and responsibilities include, but are not limited to, the following: provide leadership in establishing long-term community partnerships; enhance the visibility of service-learning and curricular engagement within the University and greater Akron community; work with academic and service units to connect students to experiential learning opportunities such as undergraduate research and service-learning and assess the impact on students; serve as the campus liaison for faculty and community organizations to plan and initiate services learning projects; provide faculty development activities and post-award administrative support to faculty whose research grants support experiential learning activities; identify and apply for relevant grant and funding opportunities.

**QUALIFICATIONS:** Master's degree required. Doctorate preferred. Demonstrated knowledge of service learning pedagogy, knowledge of best practices in undergraduate research, and experience in organizing experiential learning required. Ability to initiate service learning projects and programs with professional and community organizations, ability to build relationships with community organizations, faculty, administrators and students, and the ability to manage multiple projects including assessment of effectiveness required. Ability to relate effectively with a diverse student population as well as faculty and staff, excellent oral, written and interpersonal communication skills are required.

**COMMENTS:** Review of application material will begin on July 1, 2009.

**SUBMIT MATERIALS:** Submit a cover letter detailing interest in and qualifications for the position, a resume and three current references electronically to hqammar@uakron.edu, Dr. Helen Qammar, Search Chair and Director of the Institute for Teaching and Learning.

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**TITLE: Academic Adviser II****DEPT NAME: Summit College Dean's Office****POS: 005621**

**DUTIES:** Provide advisement to students regarding academic and career matters. Establish and maintain contact with students to monitor academic progress and perform related administrative duties. Act as a liaison between students and various academic and non-academic departments. Refer students to appropriate services and departments when necessary. Maintain accurate student records while using computers to generate reports and communicate with students. Conduct academic workshops for students and coordinate professional development seminars for advisers. Participate in departmental and University-wide committee assignments. Update written material provided by departments and colleges for students.

**QUALIFICATIONS:** Requires a relevant Masters Degree and two years academic advising experience in post-secondary/higher education. Computer skills required. Peoplesoft knowledge preferred. This is a twelve month contract professional position involving day, evening, and possible weekend appointments.

**SUBMIT MATERIALS:** Submit a cover letter, resume/vitae, three letters of reference, and copies of all transcripts to Search Committee Chair, Advising Services, Summit College, The University of Akron, Polsky 301, Akron, OH 44325-6501.

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**TITLE: Part Time Faculty***Temp***DEPT NAME:** Criminal Justice Technology Program**POS:** 100013**SALARY:**Competitive -

**DUTIES:** Instruction with expertise in one or more of the following areas: Crime & Intelligence Analysis, Counter-Intelligence, Computer Forensics and Information Security, Physical Security, Fraud Investigation, Security Investigation, Executive Protection, Crime Scene Investigation/Forensic Technology and Forensic Science.

**QUALIFICATIONS:** Master's Degree or Juris Doctorate and two years experience in a relevant criminal justice or security administration field required. College teaching experience preferred.

**SUBMIT MATERIALS:** Submit a vita/resume and recent teaching evaluation to David Licate, Coordinator, Criminal Justice Technology Program, The University of Akron, Akron, OH 44325-4304 or email to: [licate@uakron.edu](mailto:licate@uakron.edu).

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**TITLE: Visiting College Lecturer***Temp***DEPT NAME:** Political Science**POS:** 005586**SALARY:**Competitive -

**DUTIES:** Teach department DL courses, from on-campus DL classrooms and occasionally from the distance sites, develop a richly interactive Springboard site, be available to hear and respond electronically to student questions at least six days a week, responding within 24 hours. Build into each class a weekly session for electronic chats, discussions, or other interactive learning opportunities. Developing and implementing effective methods for ensuring students at each distant site participate actively in class discussions daily, discussions with the instructor and with their peers in other sections, is expected. This lecturer should also be available to observe other, more experienced instructors and attend trainings as required, work with the department chair and other faculty in the department as needed.

**QUALIFICATIONS:** An MA in Political Science or a related field required. Preference will be given to candidates with teaching/practical experience relevant to the class material and experience with various types of teaching technology. Candidates must possess the ability to teach Government and Politics in the US, State and Local Politics, and other department courses as required.

**COMMENTS:** Applicants are encouraged to visit the Department of Political Science website at <http://www.uakron.edu/polisci> for additional information. Inquiries may also be directed through e-mail to the interim department chair, Dr. Bill Lyons, at [wtylons@uakron.edu](mailto:wtylons@uakron.edu).

**SUBMIT MATERIALS:** Submit a cover letter outlining research and teaching interests, curriculum vitae, graduate transcripts, three letters of recommendation, and samples of written work to Dr. Dena Hanley, Chair, Search Committee, Department of Political Science, The University of Akron, Akron, OH 44325-1904. Electronic submission preferred at: [dhanley@uakron.edu](mailto:dhanley@uakron.edu).

**DEADLINE DATE:** Jun 24, 2009

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**TITLE: Assistant Women's Basketball Coach****DEPT NAME:** Athletics Office**POS:** 005637

**DUTIES:** Assisting the head coach in all phases of a Division I competitive program in accordance with the University of Akron, the Mid-American Conference and NCAA rules and regulations. Other responsibilities include, but are not limited to: recruiting, scouting, scheduling, academics, on-the-floor coaching and summer camps. This is a full-time, 12-month position.

**QUALIFICATIONS:** Bachelor's degree (master's preferred) and three-years of collegiate coaching experience required.

**SUBMIT MATERIALS:** Submit a current resume, cover letter and contact information for three professional references to: Jodi Kest, Head Women's Basketball Coach, The University of Akron, Rhodes Arena Suite 62, Akron, OH 44325-5201. Electronic submission preferred at: schmith@uakron.edu.

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**TITLE: Director of Development, College of Business Administration****DEPT NAME:** Department of Development**POS:** 005524**SALARY:**Competitive -

**DUTIES:** The Director of Development, College of Business Administration, will have primary responsibility in generating major gifts from individuals, foundations, and corporations, including annual, planned, capital, and special gifts. The University offers a challenging and successful fund raising environment using a team approach to development. This highly motivated individual will be responsible for the direction, creation, and management of fund raising programs.

**QUALIFICATIONS:** A Bachelor's degree and at least four years of successful experience managing, directing, and initiating fund raising and/or sales are required. The candidate must have excellent written, oral, and interpersonal skills. Domestic travel is required. Experience in higher education is preferred.

**SUBMIT MATERIALS:** Submit cover letter and resume to Search Committee Chair, Department of Development, The University of Akron, Akron, Ohio 44325-2603. Electronic submission preferred at vhemminge@uakron.edu.

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**TITLE: Financial Analyst****DEPT NAME:** Student Accounts/Bursar**POS:** 005661**SALARY:**Competitive -

**DUTIES:** Assist with special projects to update and improve services and training materials. Report and query writing, run processes and table setup for office functions. Assist parents and students in person, by phone and email regarding billing and collection issues.

**QUALIFICATIONS:** A Bachelor's degree in MIS, Business, Accounting or closely related field and a minimum of two years experience in operations and/or technical support required. Excellent communication and problem solving skills required. Strong business software and system skill or education including word processing, spreadsheet and database required. Experience in higher education and customer service preferred.

**SUBMIT MATERIALS:** Submit cover letter and resume to Ms. Denise Moss, Search Chairperson, Student Accounts/Bursar, The University of Akron, Akron, OH 44325-6209. Electronic submission preferred at dmoss@uakron.edu.

**DEADLINE DATE:** Jul 20, 2009

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**TITLE: Clinical Instructor***Temp***DEPT NAME:** Speech, Language Pathology & Audiology**POS:** 005629**END:** 05/15/2010

**DUTIES:** The University of Akron seeks qualified applicants for a position as Clinical Instructor in speech-language pathology. The Position begins August 24, 2009, and continues through May 15, 2010. Duties include: clinical teaching and supervision on campus and for external contracts.

**QUALIFICATIONS:** Master's degree or equivalent in speech-language pathology required. Certificate of Clinical Competence, eligibility for Ohio license, and clinical supervision experience required.

**COMMENTS:** Review of application material will begin June 29, 2009.

**SUBMIT MATERIALS:** Submit letter of intent, resume, official transcripts, and three reference letters to: Clinical Instructor, attn: Andrea Brewer, School of Speech-Language Pathology and Audiology, Akron, OH 44325-3001.

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**TITLE: Assistant Director***Temp***DEPT NAME:** UA Adult Focus**POS:** 005638**SALARY:**Competitive -

**DUTIES:** The Assistant Director of UA Adult Focus is responsible for adult/nontraditional pre-admission and academic advising. This individual will participate in and on various committees related to adult/nontraditional concerns; develop and present workshops and seminars for the University community as well as its students pertaining to adult/nontraditional issues; assist in the instruction of academic support classes for adult/nontraditional students; and research and develop grant opportunities.

**QUALIFICATIONS:** A Bachelor's degree is required with a minimum of four to six years experience working with adult/nontraditional students in a higher educational setting. A minimum of one-year teaching and tutoring experience with an academic advising background is required. The candidate must have strong presentation skills and solid writing ability. This innovative person will possess the ability to relate with all adult/nontraditional students and the University community.

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

**SUBMIT MATERIALS:** Submit cover letter and resume to Search Committee Chair, UA Adult Focus, The University of Akron, Schrank Hall North 260, Akron, OH 44325-4110. Electronic submission preferred at [lhc1@uakron.edu](mailto:lhc1@uakron.edu).

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**DEADLINE DATE:** Jul 5, 2009

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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](http://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](http://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.

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**TITLE: Senior Systems Analyst Programmer****DEPT NAME:** Application Systems Services**POS:** 005133**SALARY:**\$1678.40 Bi-Weekly -**GRADE:**221

**DUTIES:** Direct the design, coding and implementation of new computer programs for specialized applications. Make recommendations regarding computer hardware and software that will increase the level of efficiency and improve methods of recordkeeping, reporting, scheduling and calculating. Coordinate project development and oversee the process of writing design specifications, procedures and project plans. Provide overall technical support, supervise others and report on the project progress. Anticipate the information requirements of the University and use computer applications to collect and distribute data to the campus community. Provide technical support to internal and external users while responding to inquiries regarding computer systems or the installation of software. Maintain and update the existing computer services and program documentation to ensure compliance with department standards. Manage computer files and the information system operations while providing guidance to computer programmers. Consult with internal and external users and software specialists to identify problems, resolve problems and determine future system requirements. Evaluate office and computer processes and procedures to define and solve routine and complex problems. Provide functional guidance and limited supervision of other project personnel.

**QUALIFICATIONS:** Requires a relevant Bachelor's degree and four years experience in enterprise-level data retrieval, computer programming, program analysis and design. Familiarity with several programming languages, highly developed computer skills, including hardware, software, database and web browser capabilities and strong project management, problem solving, communication and technical writing skills required. **PREFERRED QUALIFICATIONS:** Experience working with relational database technology in a client/server on Web environment, proficiency with SQL, some COBOL exposure, experience with PeopleSoft Enterprise development and reporting tool and technology, (People Tools), PeopleCode, Application Engine, Query, SQR and Crystal reports, Functional knowledge of PeopleSoft Campus Solutions applications, Demonstrated ability to work with users to test and debug programs and interfaces, demonstrated commitment to a high level of customer service, discretion and confidentiality, exceptional analytical and independent problem solving skills, ability to effectively handle interpersonal interactions at all levels and to communicate effectively, both verbally and in writing, strong organizational skills, ability to independently handle multiple priorities and projects and to meet deadlines in a dynamic environment, detail oriented while understanding the big picture and ability to easily learn new technologies.

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**DEADLINE DATE:** Jul 10, 2009

**TITLE: Systems Analyst Programmer****DEPT NAME:** Application Systems Services**POS:** 005134**SALARY:**\$17.42 - Hourly**GRADE:**219

**DUTIES:** Make recommendations for procedural or system changes and determine the impact of change on business processes through prototyping. Design, code and implement new computer programs and prepare detailed programming specifications. Evaluate the data and survey requirements of the University and collaborate with specific departments to design processes that will meet their needs. Collect and distribute data to departments to provide assistance in their decision-making processes. Maintain existing computer programs, applications and program documentation to promote compliance with department standards. Manage computer files and the information system operations while providing guidance and training to computer programmers. Investigate system difficulties and identify the nature and scope of computer problems for the purpose of determining and implementing effective solutions. Provide technical assistance to the campus community while responding to inquiries from external users and managing requests for data and general information.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and two years experience in computer programming and application development. Bachelor's degree preferred. Familiarity with several programming languages and possess highly developed computer skills including hardware, software, database and web browser capabilities required. Strong problem solving, communication and technical writing skills required.

DEADLINE DATE: Jul 10, 2009

*Temp***DEPT NAME:** UL Reference**POS:** 004052**SALARY:**\$12.00 - Hourly

**DUTIES:** Provide in-person, telephone and instant messaging reference assistance to library users from the campus and community. Identify and locate information in print, electronic (Web-based) and microform formats. Navigate the campus Web to provide information and referral relative to the campus in general. Assist with database searching, printing and copying, interpretation of Library and University policies. Direct the activities of evening/weekend reference student assistants.

**QUALIFICATIONS:** An ALA accredited master's degree, excellent interpersonal and communications skills and strong customer service orientation required. Willingness to work weekday evening and weekend hours and instant messaging reference skills required. Experience utilizing Innovative Interfaces Millennium and OCLC cataloging functions to adjust cataloging records required. Experience with and knowledge of electronic reference resources, including OhioLINK subject database and electronic journal preferred. Web navigation, research skills and ability to work independently in a fast-paced reference environment preferred. Previous experience in an academic library reference setting or relevant graduate level coursework preferred.

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

**TITLE: Front Desk Clerk**

*Temp*

**DEPT NAME:** Quaker Square Inn

**POS:** 005253

**SALARY:**\$10.50 - Hourly

**DUTIES:** Answer telephone and assist guests with reservations and requests. Check guests in and out in an efficient and friendly manner. Provide guests with information about the hotel and surrounding area. Complete accounting and operational reports. Keep work area clean and organized.

**QUALIFICATIONS:** High school diploma/GED and six months experience in office/clerical procedures required. Knowledge of office equipment and computer skills required. Must have previous customer service experience and the ability to provide friendly and courteous customer service. Ability to stand for long periods of time and to lift 50 pounds required. Front desk experience preferred. Must be able to work flexible hours including weekends, days and evenings.

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