

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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TITLE: Department Chair, Allied Health

DEPT NAME: Allied Health Technology

POS: 005655

SALARY:Competitive -

DUTIES: Provide collegial leadership and vision for the Allied Health department in Summit College. Major responsibilities include administrative responsibilities of the department, knowledge of accreditation process, development of curriculum, faculty evaluations, budget development, classroom teaching, lab instruction, and clinical site visits. This position is available starting fall semester 2009 and is a 12-month, full-time position.

QUALIFICATIONS: Requires a Master's degree or higher at time of hire in health science, education, or a related field. Ten years experience in the field of Allied Health required. Must be a tenured faculty member with appropriate teaching experience and at least five years of administrative experience (i.e professional organization, program director, accreditation board, or community board) required.

COMMENTS: Review of applications begins August 3, 2009.

SUBMIT MATERIALS: Submit cover letter, curriculum vitae with employment history and dates, and copy of transcript(s) documenting academic qualifications to: Rebecca Gibson-Lee, Search Chair, The University of Akron, Department of Allied Health, Polsky Bldg, Room 124C, Akron, OH 44325-3702.

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.

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.

TITLE: Part-time faculty*Temp***DEPT NAME:** Allied Health Technology**POS:** 100014**END:** 06/26/2009**DUTIES:** Instruction of a 3-credit course called "ACLS/PALS" in the BS in Respiratory Therapy program.**QUALIFICATIONS:** Requires American Heart Association certifications at Instructor level for both Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS). Master's degree preferred. College teaching experience preferred.**SUBMIT MATERIALS:** Submit a vita/resume with copy of certifications to Ray Sibberson, Chair, Allied Health Department, Summit College, The University of Akron, Akron, OH 44325-3702 or email to rs@uakron.edu.**DEADLINE DATE:** Jul 30, 2009

TITLE: Director, Athletics**DEPT NAME:** Athletics**POS:** 005723**SALARY:**Competitive -

DUTIES: The University of Akron's athletic program is experiencing a period of unprecedented growth that includes a new \$55 million on-campus football stadium scheduled to open this fall, an indoor football practice facility and student center, and plans for basketball arena and soccer facility improvements soon to be under way. The University of Akron's athletics department has also made significant progress academically, specifically in calendar year 2008-2009, when 478 student-athletes were on the dean's list. On the field, the athletics program has produced 16 championships, including ten Mid-American Conference players of the year and nine All-Americans.

The Director of Athletics is responsible for the administration and development of a comprehensive, competitive, and respected Division I intercollegiate athletic program, to include all aspects of personnel, budget, operations, facilities management, student-athlete participation, and intercollegiate team competitions. The Director of Athletics is responsible for administering the program in a manner consistent with the rules, regulations, and requirements of the National Collegiate Athletic Association (NCAA), the Mid-American Conference, and the mission and policies of the University.

QUALIFICATIONS: A minimum of five years of progressively responsible experience in a senior athletic administrative position is required, preferably at an NCAA Division I institution. A commitment to comprehensive student success is required. The Department of Athletics' budget exceeds \$19 million, inclusive of university and donor support, and thus experience with fiscal and operational duties commensurate with a budget of this size is preferred. Bachelor's degree required. Master's or advanced degree from an accredited institution preferred. Salary is negotiable.

COMMENTS: The University has retained the services of Eastman & Beaudine, Inc. to assist the search committee. Review of applications and nominations will continue until the position is filled. Applicant's names will be held in confidence until finalists are selected. It is anticipated that the person selected will assume the position of Director of Athletics effective September 15, 2009.

SUBMIT MATERIALS: Submit a cover letter, resume of education, qualifications, background, and experience, along with the names, addresses, and telephone numbers of at least five professional references as soon as possible to: Katy Young
Associate, Eastman & Beaudine, Inc., 7201 Bishop Road, Suite 220, Plano, Texas 75024. Electronic submission preferred at:
katy@eastman-beaudine.com.

TITLE: Coordinator Academic Support Services Athletics**DEPT NAME:** Athletics Office**POS:** 005649**SALARY:**Competitive -

DUTIES: Organize and run all study halls and study times for men's basketball and track student-athletes. Schedule tutors and learning specialists when needed. Conduct weekly organization meetings with individual players. Conduct daily communication with coach responsible for individual. Track weekly attendance and academic performance of MBB and Track program participants. Generate weekly attendance report for coaches. Meet with coaches weekly to discuss academic progress and concerns of individuals from their teams. Communicate with faculty on a weekly basis to track classroom behavior and academic progress. Meet with recruits and parents of recruits to give overview of the support services offered to our student-athletes. Participate in team functions.

QUALIFICATIONS: A Bachelor's Degree (master's degree preferred) and a minimum of one year experience in tutoring and/or assisting students with their daily academics and development of study skills required. Proficient with computer software including Microsoft Word, Excel, database management, internet and e-mail required. Knowledge of NCAA rules and regulations and familiarity of NCAA academic reform initiatives preferred.

SUBMIT MATERIALS: Submit cover letter, resume and list of three references to: Anne Jorgensen, Associate AD for Student Athlete Academic Services, JAR Arena # 175, The University of Akron, Akron, OH 44325-5201, or e-mail to amy74@uakron.edu.

TITLE: Coordinator, Residence Life*Temp***DEPT NAME:** Residence Life & Housing**POS:** 005733**SALARY:**Competitive -

DUTIES: The Residence Life Coordinator (RLC) is a live-in member of the residence hall professional staff with significant responsibilities: training, selection, programming, crisis response, conflict mediation, academic enrichment, faculty involvement, and first-year experience. In addition, the RLC manages an individual residence hall or complex, supervises Resident Assistant, Senior Resident Assistant, Student Leaders, and Front Desk Staff, advises hall government, coordinates hall programming as well as serves on a duty rotation.

QUALIFICATIONS: Master's degree in Student Affairs, Higher Education, Counseling or related field completed by August 2009 required. Prior residence hall supervision, ability to reside in a residence hall, previous live-in experience and supervision of Resident Assistants, and successful completion of a background check required. Preferred Qualifications: Experience with Living Learning Communities or Themed Housing; experience with adjudicating incidents within the residence halls or complex; participation in Hall Government/Activities; residence hall programming experience; leadership in professional organizations.

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

SUBMIT MATERIALS: Submit a cover letter, resume, and three professional references with contact info to: Melinda Grove, Assistant Director, The Department of Residence Life and Housing, Akron, OH 44325-1401. Electronic submission accepted at: reslife@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: Administrative Assistant (Open to current University employees only)**DEPT NAME:** English**POS:** 005718**SALARY:** \$12.23 - Hourly**GRADE:** 116

DUTIES: Support Assistant to the Chair, Assistant Chair of English, the Office Manager and Graduate Coordinator. Create and maintain up-to-date course schedules, advising records and scheduling. Coordinate computer labs, ordering supplies as needed and maintain department web page. Coordinate GA contracts and GA communications. Hire and supervise student assistants for two computer classrooms and front office. Other clerical duties as assigned.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and four years experience in office/clerical procedures. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal communications skills (verbal and written), problem-solving and research skills required. Proficient in Peoplesoft preferred.

DEADLINE DATE: Jul 27, 2009

TITLE: Immigration Compliance Specialist**DEPT NAME:** International Programs**POS:** 005615**SALARY:** \$15.86 - Hourly**GRADE:** 119

DUTIES: The Immigration Compliance Specialist will develop and maintain the fsaAtlas software system to track federally mandated reportable items on all F-1 and J-1 students and scholars at the University and report in SEVIS. Counsel J-1 scholars as well as University departments regarding immigration regulations and process immigration documentation/petitions for scholar maintenance of status. Prepare statistical reports requested by University departments, USCIS, Department of State and other related individuals and entities. Counsel F-1 and J-1 international students regarding immigration regulations and prepare immigration documentation for student maintenance of status. Develop and maintain the breadth of knowledge required to interpret and comply with State Department and USCIS directives/mandates. Other duties and responsibilities as assigned.

QUALIFICATIONS: Requires a Bachelor's (B/A, B/S) degree in Business, MIS or related field and minimum of two years experience in immigration/visa rules and regulations while maintaining and retrieving data from databases. Ability to perform data analysis, creating reports and auditing of databases required. Strong computer skills in word, spreadsheet and database programs required. Strong written and verbal communication skills and the ability to interact with individuals from diverse cultures and backgrounds

required. A Masters (MIS) preferred. Prior experience in website development and knowledge of international student services and scholar offices preferred.

DEADLINE DATE: Aug 3, 2009

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: Jul 27, 2009

TITLE: Administrative Assistant

DEPT NAME: Polymer Science

POS: 005631

SALARY:\$12.23 - Hourly

GRADE:116

DUTIES: Completion of documents and procedures for Retention, Tenure & Promotion in a timely manner. Maintain departmental information files and databases for students, faculty and alumni. Create and process documents for committees, minutes, seminars and schedules of events, student and faculty forms, term academic activity reports, visiting lecturers, student degree process, graduate assistant contract information and cumulative exams. Process, maintain, and distribute completed forms for students and faculty, lists of students and their phone and email addresses, abstracts for seminars and research presentations, seminar and defense schedules, first day handouts. Maintain calendars, organize meetings, coordinate special events, outreach activities, travel arrangements and compose correspondence. Provide information to the public via internet and maintain and update department website. Train and supervise student assistants, also assign and review their work.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and four years experience in office/clerical procedures. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal communications skills (verbal and written), problem-solving and research skills required.

Associate degree in Office Administration, computer Technology, Human Resources or related field and two years experience working in an advanced level with Microsoft Access and Excel preferred.

COMMENTS: Visit <http://www2.uakron.edu/cpspe/DPS/> for more information about the Department of Polymer Science and its world-class program.

DEADLINE DATE: Jul 27, 2009

TITLE: Enrollment Services Specialist**DEPT NAME:** REGISTRAR**POS:** 005685**SALARY:**\$13.31 - Hourly**GRADE:**117

DUTIES: Serve as the lead of a unit and provide a wide array of University Registrar's information and insure that the proper procedures and policies are used when providing customer service to the campus community. Act as expert in functional area to assist students with non-routine inquiries. Serve as the systems specialist/process specialist for staff for system related issues and problems in the area. Recommend technology enhancements to improve the level of service to our students, faculty and staff.

QUALIFICATIONS: Requires 18 months of education or training beyond high school. Requires a minimum of four years experience in educational administration, preferably in enrollment services. Strong communication, problem solving, office management, and computer skills required. Excellent interpersonal and organizational skills essential. Ability to interact with individuals of diverse cultures and backgrounds. Knowledge of PeopleSoft experience preferred.

DEADLINE DATE: Jul 27, 2009

TITLE: Departmental Records Specialist**DEPT NAME:** Student Financial Aid**POS:** 005692**SALARY:**\$13.31 - Hourly**GRADE:**117

DUTIES: Maintain,manage data entry and extraction process using PeopleSoft/EDEExpress. Process verification and determine financial aid eligibility for students who are selected by the US Department of Education/University for verification of verification of information listed on the Free Application for Federal Student Aid (FAFSA). Respond to routine financial aid questions and/or problems from students, staff, faculty and administrators. Schedule and conduct training sessions for Undergraduate and Graduate student assistants working in the Needs Analysis Area.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and two years experience working in a systems environment processing a large volume of data and creating reports. Strong database, spreadsheet and word processing skills required. Ability to maintain a high degree of accuracy required. Strong organizational skills and ability to handle multiple projects/tasks required. Experience working in a student financial aid office, utilizing student information system software (preferably PeopleSoft), working knowledge of regulations governing federal need-analysis policies and procedures, excellent interpersonal communication skills, and the ability to direct and monitor student assistants and/or temporary employee activities preferred.

DEADLINE DATE: Jul 27, 2009

TITLE: Office Assistant*Temp***DEPT NAME:** Civil Engineering**POS:** 005715**SALARY:**\$11.28 - Hourly**END:** 12/31/2009

DUTIES: Prepare contracts for graduate students, create/maintain databases, prepare reports as requested, request and prepare forms for international students, prepare immigration documents for international shipping, complete on-campus requisitions. Assist student with registration problems, maintain computer lab with paper, toner, order supplies and maintain files. Distribute mail for department, answer phones, assist students, faculty and visitors.

QUALIFICATIONS: Requires a high school diploma/GED and one year experience in general office procedures. Strong typing and computer skills including word processing, spreadsheet and database capabilities. Ability to work independently and manage multiple phone lines. Strong interpersonal and organizational skills preferred.

COMMENTS: This is a temporary full-time position that will end on or before 12/31/2009.

DEADLINE DATE: Jul 27, 2009
