

# 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**

September 14, 2009

**PAGE 1**

---

**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, be a nurse practitioner, have eligibility for Ohio licensure and a Certificate of Authority and prescriptive authority required (ABD will be considered). This is a tenure track position with preference given for those with established research, publications and teaching experience.

**SUBMIT MATERIALS:** Submit a cover letter and curriculum vitae to Linda Shanks, Search Chair, The University of Akron College of Nursing, Akron, OH 44325-3701. Electronic submission preferred to: [shanks@uakron.edu](mailto:shanks@uakron.edu).

---

**TITLE: Coordinator of the Learning Resources Center****DEPT NAME:** Nursing - Instruction**POS:** 005724**SALARY:**Competitive -

**DUTIES:** Coordinate and supervise Learning Resources Center (LRC) staff and student assistants. Coordinate training and provide education for faculty and students in the effective use of equipment and technology. Oversee the maintenance of resources to support teaching and learning in the LRC. Provide direction and support of faculty for simulation scenario development within the curriculum. Assist the director in the development of goals and plans to support innovative and effective use of technology in advancing education initiatives. Communicate with faculty and students to advance nursing and interprofessional health education through technology. Assist the director in managing the budget and seek funding. Assist the director in evaluating staff and LRC activity. Identify opportunities for research in teaching and learning related to simulation and related technologies.

**QUALIFICATIONS:** Registered nurse, licensed in Ohio, with a Master's degree in Nursing or in a related field of education and technology required. Experience in simulation education with undergraduate/graduate students and/or professionals and experience with curriculum in the areas of simulation and related pedagogies required. Management experience with supervisory skills and excellent oral and written communication skills required.

**COMMENTS:** Review of application material has started and will continue until the position is filled.

**SUBMIT MATERIALS:** Submit a statement of interest, resume and the names and contact information of three professional references to Martha A. Conrad, Director Search Committee, Office of the Dean, College of Nursing, The University of Akron, Akron, OH 44325-3701. Electronic submission accepted at [mconrad@uakron.edu](mailto:mconrad@uakron.edu).

---

**TITLE: Coordinator, Academic Achievement Programs***Temp***DEPT NAME:** Academic Achievement Programs**POS:** 005757**SALARY:**Competitive -**END:** 08/31/2010

**DUTIES:** The Coordinator will report to the Director of Academic Achievement Programs. The Coordinator will be responsible for developing program initiatives including recruitment, and successful management, implementation, and evaluation of the Educational Talent Search Program. Responsibilities include budget maintenance, communicating with the Akron Public School system, area colleges and universities, social service agencies and other relevant institutions. The Coordinator is also responsible for ensuring the maintenance of accurate records, complying with federal regulations, as well as preparing and submitting reports and proposals.

**QUALIFICATIONS:** A Bachelor's degree in a related field and at least two years of experience working with youth and adults. Supervisory experience required. Planning experience, budget management skills and proposal writing skills essential. Experience with Akron Public Schools and TRiO programs is a plus. This position requires a mature, self-confident, energetic and flexible individual. The successful candidate must be a team player possessing strong written and oral communication skills with a commitment to the education of students from minority and disadvantaged backgrounds. A Master's degree is preferred.

**SUBMIT MATERIALS:** Submit cover letter, resume and three references to Search Chair, Academic Achievement Programs, GDYR203A, Akron, OH 44325-3909, or email: [jvesalo@uakron.edu](mailto:jvesalo@uakron.edu).

**DEADLINE DATE:** Sep 27, 2009

---

**TITLE: Research Manager-Suarez Labs***Temp***DEPT NAME:** Summit College Dean's Office - Suarez Applied Marketing Research**POS:** 005759**SALARY:**Competitive -

**DUTIES:** The Suarez Applied Marketing Research Laboratories is seeking qualified candidates for the position of Research Manager. The Research Manager supervises the day-to-day research operations of the Suarez Laboratories located on the University of Akron campus. Core duties include evaluating, developing and managing research components including study preparation, data collection, and technical procedures.

**QUALIFICATIONS:** A Bachelor's degree in research-oriented fields of study and a minimum of five years experience in experimental research, cognitive research and/or psycho-physiological and/or behavioral data collection systems. Evidence of success in contract solicitation, program development, grant acquisition, and other revenue enhancement endeavors is highly desired. Additional education and training is also valued.

**COMMENTS:** Review of application material will start immediately and continue until the position is filled.

**SUBMIT MATERIALS:** Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Research Manager-Suarez Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at [ldale@uakron.edu](mailto:ldale@uakron.edu). If sending electronically, in subject please enter: Research Manager-Suarez Search

**TITLE: Manager, Call Center***Temp***DEPT NAME:** Summit College Dean's Office - Taylor Institute**POS:** 005758**SALARY:**Competitive -

**DUTIES:** The Call Center Manager position is for the InfoCision Call Center located in the Taylor Institute for Direct Marketing. The Call Center Manager is the chief operating official responsible for managing the day-to-day operations of the InfoCision Call Center. This position is responsible for client acquisition and retention, project and personnel management, technology and database management, as well as the marketing and financial functions of the call center.

**QUALIFICATIONS:** A Baccalaureate degree in a field that is consistent with the duties of this position and a minimum of five years experience in call center management and operations is required. Advanced degrees, continuing education experiences and professional development training are highly valued. Candidates must be able to demonstrate experiences in client acquisition and retention, call center technologies and operations, project management and general management.

**SUBMIT MATERIALS:** Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Manager, Call Center Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at [ldale@uakron.edu](mailto:ldale@uakron.edu). If sending electronically, in subject please enter: Manager, Call Center Search.

**TITLE: Project Manager - Taylor Institute***Temp***DEPT NAME:** Summit College Dean's Office - Taylor Institute**POS:** 005754**SALARY:**Competitive -

**DUTIES:** The Project Manager for Taylor Institute for Direct Marketing is the chief operating official responsible for managing a wide variety of projects relative to the day-to-day operations of the Taylor Institute. This position is responsible for such professional revenue-producing services as consulting, training, research, programming, and grant writing. Administration of a wide variety of general business management tasks, various programs, events, strategic initiatives, academic endeavors, and professional involvement of the institute.

**QUALIFICATIONS:** A Master's degree in marketing or a closely aligned field of study and at least five years of experience in positions that are consistent with the above duties required. Continuing education and professional training are equally valued. The candidate must be able to demonstrate considerable experience in finding and acquiring business clients. Project and event management experience is expected. Each candidate must also demonstrate reasonable good marketing and business research experience.

Evidence of success in contract solicitation, program development, revenue enhancement, grant/contract acquisition and management will be viewed in positive terms. The Project Manager needs strong organizational skills, research competences, business development insights, and program development capabilities. Effective people skills, knack for relationship building, reasonable technology competences, flair for project and event management, knowledge of event planning, and effective selling aptitudes.

**SUBMIT MATERIALS:** Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Project Manager-Taylor Institute Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at [ldale@uakron.edu](mailto:ldale@uakron.edu). If sending electronically, in subject please enter: Project Manager-Taylor Institute Search

---

**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, UA Adult Focus, The University of Akron, Schrank Hall North 260, Akron, OH 44325-4110. Electronic submission preferred at [adultfocus@uakron.edu](mailto:adultfocus@uakron.edu).

---

**TITLE: Head Women's Basketball Coach**

*Temp*

**DEPT NAME:** Wayne College

**POS:** 005734

**SALARY:**Competitive -

**DUTIES:** Responsible for recruiting, coaching, and administering women's basketball team. Finalize the season schedule, conduct practices, arrange practice schedule, coach games, arrange for officials, score keepers and announcers. Fulfill all other normal coaching responsibilities. Arrange and travel with the team to away games.

**QUALIFICATIONS:** A relevant Bachelor's degree and two seasons completed experience as a Head Coach or as an Assistant Coach required. Familiarity with college coaching responsibilities and regulations preferred. Familiarity with Wayne College and Ohio Regional Campus Conference preferred.

**COMMENTS:** This is a temporary part-time position working October through February end each year, and may be renewable for up to three years.

This position is located at The University of Akron Wayne College campus in Orrville, Ohio.

**SUBMIT MATERIALS:** Submit resume to Ms. Angie Boothe, The University of Akron Wayne College, 1901 Smucker Rd, Orrville OH 44667 or email to [aboothe@uakron.edu](mailto:aboothe@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](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.

---

**TITLE: Administrative Assistant****DEPT NAME:** Communication**POS:** 005729**SALARY:**\$12.23 - hourly**GRADE:**116

**DUTIES:** Direct daily office operations pertaining to departmental programs and procedures. Update data base for Schedule of Classes, process PAF's and TAARS. Compose correspondence. Schedule advising appointments, maintain and update student records. Answer multiple phone lines, maintain calendars, respond to inquiries by phone and email. Make copies, order office supplies, open and route mail.

**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, problem-solving and research skills required. Experience in higher education preferred.

**DEADLINE DATE:** Sep 21, 2009

---

**TITLE: Administrative Assistant****DEPT NAME:** Finance, College of Busines Administration**POS:** 005679**SALARY:**\$12.23 - hourly**GRADE:**116

**DUTIES:** Manage front office, maintain and manage supplies and inventory. Prepare requisitions, process bills for payment. Recruit, train, motivate and supervise student assistants. Maintain an inviting and professional office. Provide administrative support for the chair and faculty. Assist with planning, coordinating, and executing various on-campus and off-campus outreach activities, programs and initiatives. Provide support for marketing and promoting the department's activities, programs, and initiatives. Interact with, assist and correspond with finance majors, graduate students, advisory boards, outreach partners and finance professionals. Maintain confidential records and files, query data from various applications and systems and prepare reports.

**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, problem-solving, and research skills required.

---

DEADLINE DATE: Sep 21, 2009

---

**TITLE: Safety Officer (Open to current University employees only)**

**DEPT NAME:** Physical Facilities

**POS:** 005560

**SALARY:**\$1389.60 - Biweekly

**GRADE:**120

**DUTIES:** Perform frequent inspections of work sites, equipment, and assignments of Physical Facilities (PFOC) employees. Make recommendations to employees and supervisors concerning safety hazards and necessary improvements. Identify areas of potential exposure to asbestos and enforce lock-out tag-out procedures in compliance with OSHA, local, state and federal safety regulations. Provide new employee safety training and orientation to meet regulatory requirements. Issue uniforms and provide safety shoes and safety glasses. Maintain knowledge of federal, state and local safety regulations through research, seminars and training. Perform investigations on all recorded PFOC accidents and make recommendations to prevent recurrences. Organize and conduct meetings with safety committee, write reports, compile records, and maintain files.

**QUALIFICATIONS:** Requires a high school diploma or GED and two years experience applying and training employees in safety regulations. Strong communication skills as well as a working knowledge of general building trades and custodial work required. Sound judgment and problem-solving skills required. Asbestos Hazard Evaluation Certification and OSHA #501 Authorized Trainer Certification required (both certifications may be obtained within six months of appointment contingent on testing availability). Preferred Qualifications: Knowledge and experience in Emergency Management, Training, Procedures and Implementation and Confined Space Regulations.

---

DEADLINE DATE: Sep 21, 2009

---

**TITLE: Tutor, Academic Achievement Programs**

*Temp*

**DEPT NAME:** Academic Achievement Programs

**POS:** 005287

**SALARY:**\$15.00 - Hourly

**END:** 12/31/2009

**DUTIES:** Tutor middle and high school students. Assist students with homework.

**QUALIFICATIONS:** Requires a relevant Bachelors degree. One to five years classroom experience and experience with diverse student population preferred.

**COMMENTS:** Work hours are 4:00 pm to 6:00 pm Tuesday and Thursday.

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

---

**TITLE: Office Assistant***Temp***DEPT NAME:** Business Technology-Wayne**POS:** 004020**SALARY:** \$7.30 - \$10.00 Hourly**END:** 12/31/2009**DUTIES:** Under direct supervision, provide general clerical support to an administrative or academic unit.**QUALIFICATIONS:** Requires a high school diploma or GED and one year experience in performing 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.**COMMENTS:** Some evenings may be required. This position is at the Wayne College campus located in Orrville, Ohio. This is a part-time temporary position and is subject to the availability of funding and the employment needs of the University.

---