

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.

The Employment Opportunities Bulletin is available on The University of Akron Home Page at <http://www.uakron.edu/jobs>.

Faculty

September 28, 2009

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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, 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.

TITLE: Associate Director of Admissions for Operations**DEPT NAME:** Admissions**POS:** 005737**SALARY:**Competitive -

DUTIES: The Associate Director of Admissions for Operations will oversee the admissions application processing area, work activities, and related functions, as well as supervise the operations staff. Responsibilities include establishing, implementing and supporting policies and procedures for maintaining student data in the student systems, oversee operations workflow, policy review, quality control and troubleshooting functions, represent department on various University committees and collaborate with numerous departments in determining reporting needs, and provide limited assistance in managing phone calls, inquiries, campus programs and events, as well as other activities assigned.

QUALIFICATIONS: A Master's Degree in a relevant field and at least four years professional experience in operations and data systems in an admissions office or other educational or business processing environment required. and excellent verbal and written communication skills required. Experience utilizing technology to manage workflow, excellent technical and computer skills and the ability to utilize query writing software to generate reports required. Experience in employee supervision and leadership and supervisory skills that foster collaboration and effective teamwork required. Preferred Qualifications: PeopleSoft and document imaging systems experience, a successful record of working with a large and diverse student, faculty and staff network, a demonstrated understanding of the mission, culture, climate and environment of a metropolitan university and experience in higher education.

COMMENTS: Review of application material will begin on October 9, 2009 and continue until the position is filled.

SUBMIT MATERIALS: Submit a cover letter and resume to Debra Samples, Chair, Enrollment Management, The University of Akron, Akron, OH 44325-6217. Electronic submission preferred at dsample@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.

DEADLINE DATE: Sep 27, 2009

TITLE: Grant Research Leader*Temp***DEPT NAME:** Education Dean's Office**POS:** 005795**SALARY:**Competitive -**END:** 09/30/2010

DUTIES: Work with the Instructional Leader to coordinate school faculty and staff professional development. Support professional learning communities and their related R&D and continuous improvement work. Maintain on-going school communication systems and technologies (website, knowledge management tools). Coordinate organized parent and student outreach programs. Work with Project Manager and Instructional Leader to organize visitors and presentations. Coordinate with The University of Akron's Professional Development School's liaison student field experiences, student teaching experiences, and professional development opportunities. Organize and coordinate collaborative IT and communications strategies, tools and processes for the school as part of OSLN to enhance the quality of school-based R&D and professional development. Work with Project Manager and Instructional Leader to organize and coordinate activities that identify, capture, connect, develop and communicate knowledge among the STEM schools in the OSLN. Identify and record best practices within the school, manage network dynamics within and across participating OSLN schools. This could include technology administration (web based group share project management tools, user training and development), relationship management (coherent and coordinated communications infrastructure), technical assistance and professional development coordination. Other duties as assigned by the Instructional Leader. This position is directed by the NIHF School-Center for STEM Learning Instructional Leader/Middle School Principal.

QUALIFICATIONS: A Master's degree in Education or related field and at least three years experience in p-12 education or related field required. Project management and knowledge management skills required. Successful candidates should possess the ability to work with diverse populations and members of the partnership. Experience in working collaboratively, proficiently in managing personnel and strong interpersonal skills is preferred.

COMMENTS: Review of application material will begin October 15, 2009 and continue until the position is filled. Position is subject to funding.

SUBMIT MATERIALS: Submit cover letter describing interest in the position (identifying the position applied for), transcript copy, resume and names of three professional references to OSLN Search Committee Chair, Education Dean's Office, The University of Akron, Akron, OH 44325-4201. Electronic submission preferred at osln_search_chair@uakron.edu.

TITLE: Grant Communications Coordinator*Temp***DEPT NAME:** Education Dean's Office**POS:** 005796**SALARY:**Competitive -**END:** 09/30/2010

DUTIES: The Coordinator will have the responsibility as an Ohio STEM Learning Network (OSLN) embedded staff member for working with OSLN to capture and communicate best practices across the OSLN network. This position will require working closely with the Akron STEM Partnership Project Manager, National Inventors Hall of Fame School, Center for Science, Technology, Engineering and Mathematics, Learning's Instructional Leader (Principal) regional partners, the Ohio STEM Learning Network, and statewide STEM schools. Provide support to regional hub operations across Ohio.

QUALIFICATIONS: A Bachelor's degree in communications, marketing or related field and three years of relevant work experience (i.e. innovative marketing experiences using new technologies) required. Have excellent written and oral communication skills, demonstrated flexibility, the ability to be a self starter. Experience with event planning, communications planning, implementation, and the ability to work with IT tools for communications and marketing. A Master's degree and good knowledge of P-12 education preferred.

SUBMIT MATERIALS: Submit a cover letter describing interest in the positions, transcripts copy, resume, and names of three professional references to OSLN Grants Communication Search Committee Chair, Education Dean's Office, The University of Akron, Akron, OH 44325-4201. Electronic submission preferred at osln_search_chair@uakron.edu.

TITLE: Nurse Practitioner*Temp***DEPT NAME:** Nursing Dean's Office**POS:** 005801**SALARY:**Competitive -**END:** 12/31/2010

DUTIES: This 1/2 time position in the Nursing Center of Community Health in the College of Nursing is responsible for the care and treatment of vulnerable populations. The candidate should have the skills to develop students and staff in areas of care delivery. Collaboration with interdisciplinary staff is critical, along with the ability to be flexible in both patient and staff interactions. Interpersonal relationship building is a must.

QUALIFICATIONS: An appropriate Master's Degree and an RN with Certificate of Authority and Prescriptive Authority from the State of Ohio is required.

SUBMIT MATERIALS: Submit cover letter and curriculum vitae to Annette Mitzel, Nurse Practitioner Search Chair, The University of Akron, College of Nursing, Akron, OH 44325-3701. Electronic submission preferred at annett1@uakron.edu.

TITLE: Training Module Developer*Temp***DEPT NAME:** Polymers Dean's Office**POS:** 005725**SALARY:**Competitive -**END:** 07/31/2010

DUTIES: Primary responsibilities include the development of a specialized, integrated "English for Specialized Purposes" Training Module and Materials, identifying instructional strategies tailored to the strengths of Arabic-speaking students, identifying concepts of technical training that must be integrated into the English Training Module in a technical institute in a Gulf State in the Middle East, and establishing a close working relationship with a group of Technical Training Module Developers working at UA.

QUALIFICATIONS: A Master's degree in TESOL or related field with significant course work in teaching ESOL and experience in ESL Training Module and Materials Development required. Experience with development of instructional programs in English for Science and Technology preferred. Teaching experience in the Middle East (Gulf States) preferred.

SUBMIT MATERIALS: Submit cover letter including salary requirements, resume, and three professional 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 to vmonroy@uakron.edu is preferred.

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. 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. 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. If sending electronically, in subject please enter: Project Manager-Taylor Institute Search

Instructions for Applicants

Open staff positions are advertised on a 24-hour Job Line. This information may be accessed with a touch tone telephone at (330) 972-7091.

Application materials will only be accepted in response to posted and advertised job openings. Please submit a separate electronic applications for each posting with the job title and the position (POS) number listed.

Employment Services will only accept electronic application as of October 1, 2009. All applications must clearly indicate how the minimum qualifications are met. Applications that do not reflect this will not be given consideration.

Completed application materials must be received by Human Resources Employment Services no later than 4:00 p.m. on the deadline date.

These postings reflect general job duties and are recruitment advertisements. They are not intended to contain a detailed description of a position.

Individuals are only notified if selected for an interview. The status of a job position may be checked at: <http://www.uakron.edu/hr/docs/eobstatus.pdf>. This is updated weekly as necessary.

Thank you for your interest in employment with The University of Akron!

TITLE: Graphic Design Instructional Support**DEPT NAME:** Myers School of Art**POS:** 005728**SALARY:** \$13.31 - \$15.40 Hourly**GRADE:** 117

DUTIES: Maintain and repair computer equipment and graphic software as well as other related and miscellaneous equipment. Initiate maintenance, repair, ordering and installation of computer and related equipment/software. Manage the Student Services Office and supervises student staff. Oversee daily functions including maintaining budget, ordering supplies and/or computer equipment, and maintaining inventory records. Provide technical support and troubleshooting to students and faculty regarding electronic and print files and facilitate scanning and printing process. Respond to student inquiries and advise graphic design students on computer systems and software needs. Assist Graphic Design Coordinators and faculty on day-to-day activities related to the management and efficient operations of the department. Provide in lab support to students and serve as primary liaison to Information Technology department.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and two years experience in using current design software applications in a graphic design environment with Apple computer equipment. Proficiency with web and interactive media required. Ability to maintain and remain current with technical proficiencies required. Ability to maintain computer equipment and graphics software required. Strong customer services and effective communication skills required. A relevant Bachelor's degree and managerial and supervisory experience preferred.

DEADLINE DATE: Oct 5, 2009

TITLE: Building Maintenance Superintendent-Zone 5**DEPT NAME:** Physical Facilities**POS:** 005660**SALARY:**\$15.86 - Hourly**GRADE:**119

DUTIES: Provide direction and supervision, inspection and approval of employee's work for state and local compliance. Participate in the interview and selection process, and conduct annual performance evaluations. Maintain University buildings, grounds and equipment, plan and estimate projects, and resolve customer complaints. Develop long-term plans for the department and develop maintenance and repair procedures. Perform a variety of administrative duties, attend meetings, obtain quotes and bids as necessary and perform other related duties as required.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and four years experience in designated trade including supervisory and managerial duties. Ability to use various equipment/tools and knowledge of essential mechanical, electrical, plumbing and HVAC trades required. Working knowledge of safety practices and applicable government regulations required. Basic budgeting, problem solving, and computer skills required. The ability to work well in a team environment, leadership and customer service skills required.

COMMENTS: Shift: Monday-Friday 3:00 pm-11:30 pm. May be required to work various shifts, holidays and/or weekends. May be required to work overtime, call-ins, emergencies and other schedules.

DEADLINE DATE: Oct 5, 2009**TITLE: Mover****DEPT NAME:** Physical Facilities**POS:** 005779**SALARY:**\$13.26 - Hourly**GRADE:**4

DUTIES: Load, unload and deliver supplies, equipment and materials. Special events set up which may require delivery or the erecting of special equipment. Operate vehicles, forklift, box truck including liftgate and the pick up of small packages. Complete daily job cards, verify orders against job or requisition number and obtain necessary signatures. Assist with shop clean up, assist other shops, and perform other duties as assigned.

QUALIFICATIONS: Requires high school diploma or GED and valid Ohio driver's license and safe driving record. May be required to obtain a commercial driver's license. Knowledge and experience in loading/unloading trucks and the ability to drive and operate a variety of trucks and operate forklifts required. Ability to carry out instructions received in written or oral form required. Ability to add, subtract, multiply and divide whole numbers, complete routine forms, lift 100 pounds, and solve practical problems.

COMMENTS: Shift: 7 a.m. to 3:30 p.m. May be required to work various shifts, holidays and/or weekends. May be required to work overtime, call-ins, emergencies and other schedules as needed.

DEADLINE DATE: Oct 5, 2009**TITLE: Laborer****POS:** 005490**DEPT NAME:** Physical Facilities**SALARY:**\$12.64 - Hourly**GRADE:** 3

DUTIES: Perform general labor to include snow removal, loading and unloading trucks, assist grounds personnel with mowing, planting, weeding and trash removal. Perform general labor to include deliveries and moving furniture. Custodial duties to include cleaning offices, buildings, restrooms, walls, entrances and sweeping, mopping and waxing floors. Assist with special events as needed and assist skilled trade persons and other workers as required. Perform related duties as required. Perform miscellaneous shop maintenance, clean grounds and perform minor repairs to equipment and may include weekends depending on the assignment.

QUALIFICATIONS: Requires a HS diploma/GED and six months work experience in operating grounds maintenance and custodial equipment (mower, tractor, snow blower, floor buffer, etc.). Valid Ohio driver's license and safe driving record required. Ability to use hand tools, power tools and the ability to read (work orders, labels), write (repair requests) and accurately follow oral and written instructions required.

COMMENTS: Primary Shift: Monday – Friday, 7:00 a.m.-3:30 p.m., but must be available to temporarily work other various shifts (afternoon, evening, weekends, holidays) when needed. May be required to work overtime, call-ins and emergencies. This position will rotate between Grounds, Building Services, and Special Services depending on the seasonal work load.

DEADLINE DATE: Oct 5, 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: Program Assistant

Temp

DEPT NAME: Engineering Dean's Office

POS: 005793

SALARY:\$12.23 - Hourly

GRADE:116

DUTIES: Schedule program activities and coordinate arrangements to facilitate program operations. Participate in the formulation of budgets, reports, policies and procedures for programs and special projects. Gather information and conduct research to assist in the development of various programs within the department. Respond to administrative requests for data, records and reports while defining and attempting to resolve program problems. Evaluate the execution of current programs and make recommendations for change.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and four years experience in general office operations and program administration. Strong communication, research, organizational, and computer skills including word processing, spreadsheet and database capabilities required. The ability to work in a fast paced environment, be team oriented and have a strong customer service background required. Experience with Peoplesoft, grant writing and implementation, financial reporting, and in higher education preferred.

DEADLINE DATE: Oct 5, 2009
