

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/jobs>.

The University of Akron is committed to providing a safe environment for all students and employees. The University will conduct a pre-employment background check, including a criminal background investigation, for all applicants selected for employment. For additional information, please see University Rule 3359-11-22.

Faculty

October 26, 2009

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TITLE: Assistant Professor

DEPT NAME: Counseling

SALARY: Competitive -

POS: 005271

DUTIES: Teach clinical and/or didactic courses in counseling at master's and doctoral levels. Chair and serve on doctoral dissertation committees. Advise master's and doctoral-level counseling students. Engage in research, grant writing, and professional presentations at state and national levels.

QUALIFICATIONS: Doctorate in Counselor Education from a CACREP-accredited program required. Receipt of doctoral degree prior to start date (August, 2010) required. Eligible for Ohio Professional Counselor license required. Supervisory and School counseling training and experience preferred. Demonstrated research interest and commitment.

COMMENTS: For more information about the position or application process please contact the search committee Chairperson at rcs@uakron.edu or 330-972-8155. For more information about the Department of Counseling visit: www.uakron.edu/colleges/educ/Counseling/index.php. For information about our diversity mission visit: <http://www.uakron.edu/colleges/educ/COE/diversity.php>. Review of application material begins November 30, 2009 and will continue until the position is filled.

SUBMIT MATERIALS: Please email a statement of interest, a professional vitae, phone numbers and email addresses for at least three professional references, and examples of scholarly work and teaching experience to: rcs@uakron.edu.

TITLE: Assistant Professor

DEPT NAME: Curricular & Instructional Studies

POS: 005255

SALARY: Competitive -

DUTIES: The position is concentrated on early childhood education with a focus on collaboration within the University and outreach to community. Faculty responsibilities will focus on teaching graduate and undergraduate(pre-K-3) courses, research and service within the Department of Curricular & Instructional Studies. This includes providing collaborative service, outreach and leadership within the University, professional organizations, community organizations, building a strong line of research, and directing doctoral studies. Responsible for seeking external funding for early childhood initiatives.

QUALIFICATIONS: A doctoral degree (with ABD considered, but degree must be in-hand by August 2010) in early childhood education, or closely related field and be eligible for University of Akron graduate faculty membership. In addition to familiarity with standards-based education, a minimum of three years of successful pre-K-3 teaching or equivalent experience is required.

COMMENTS: Review of application material will begin immediately and continue until the position is filled. For more information about the department please visit: <http://www.uakron.edu/colleges/educ/CIS/>.

SUBMIT MATERIALS: Submit cover letter describing interest in the position explaining how qualifications meet the program's needs, official transcripts, curriculum vitae and names of three references to Early Childhood Education Search Committee Chair, Department of Curricular & Instructional Studies, The University of Akron, Akron, OH 44325-4205.

TITLE: Assistant Professor**DEPT NAME:** Curricular & Instructional Studies**POS:** 005755**SALARY:**Competitive -

DUTIES: This position is concentrated on STEM (Science, Technology, Engineering and/or Mathematics) education with a focus on collaboration within the University and with school partnerships. Faculty responsibilities will focus on teaching graduate and undergraduate STEM education and other courses to a diverse student body within the Department of Curricular and Instructional Studies, building a strong STEM education line of research, participating in and initiating school partnerships (e.g. National Inventors Hall of Fame STEM Middle School), providing collaborative service, engaging in outreach and leadership within the University and with local, state and national STEM professional organizations, and directing doctoral studies. The successful candidate will also be responsible for seeking national, state, and corporate external funding for research and teacher education initiatives and programs.

QUALIFICATIONS: A doctoral degree (with ABD considered) in curriculum and instruction or from a field closely related to STEM education and be eligible for graduate faculty membership based on scholarly productivity required. In addition to familiarity with standards-based K-12 education, successful K-12 STEM teaching experience or equivalent is required.

COMMENTS: Review of application material begins November 15, 2009 and will continue until the position is filled.

SUBMIT MATERIALS: Submit a cover letter describing interest in the position, how qualifications meet the program's needs, official transcripts, a curriculum vitae and names of three references to: STEM Education Search Committee Chair, Department of Curricular and Instructional Studies, The University of Akron, Akron, Ohio 44325-4205 or by e-mail to nm32@uakron.edu.

TITLE: Assistant/Associate/Full Professor**DEPT NAME:** Law - Instruction**POS:** 005788**SALARY:**Competitive -

DUTIES: To teach courses as needed by the law school. To engage in productive research, scholarship and publications. To engage in professional service to the law school, the profession, the University, and the community.

QUALIFICATIONS: A J.D. or equivalent (eg: PhD Legal Historian or Foreign Law Degree) degree required. Knowledge of relevant subject areas. Ability to teach, to communicate effectively, to challenge students to learn. Commitment and ability to add diversity to the School of Law. Commitment and ability to engage in significant scholarly research and publication, previous scholarly publication preferred. Commitment to Professional Service, involvement in relevant professional or service organizations preferred.

SUBMIT MATERIALS: Submit cover letter and resume to Professor Brant T. Lee, Chair, Faculty Appointments Committee, The University of Akron, School of Law, Akron, OH 443625-2901. Electronic submission may be sent to: asm17@uakron.edu.

TITLE: Professor of Law**DEPT NAME:** Law - Instruction**POS:** 005750**SALARY:**Competitive -

DUTIES: Teach in the area of Intellectual Property and other areas as needed by the law school. To engage in productive research, scholarship and publication in the area of Intellectual Property and other appropriate areas. To engage in professional service to the law school, the profession, the University and the community.

QUALIFICATIONS: A J.D. or equivalent (eg. PhD. Legal Historian or Foreign Law Degree) required. Demonstrated experience and expertise in Intellectual Property. Ability to teach, to communicate effectively, to challenge students to learn. Commitment to successful scholarship is expected. Commitment and ability to engage in significant scholarly research and publication, previous scholarly publication preferred. Commitment and ability to add diversity to the law school. Commitment to Professional Service, involvement in relevant professional or service organizations preferred.

SUBMIT MATERIALS: Submit cover letter and resume to Professor Brant T. Lee, Chair, Faculty Appointments Committee, The University of Akron, School of Law, Akron, OH 443625-2901. Electronic submission may be sent to: asm17@uakron.edu.

TITLE: Assistant Professor of Clinical Law**DEPT NAME:** Law - Instruction**POS:** 005809**SALARY:**Competitive -

DUTIES: To practice and teach in a law school clinic setting. Engage in professional service to the law school, the profession, the University and the community. Engage in scholarly publication appropriate to a law school clinic position.

QUALIFICATIONS: A J.D. or equivalent degree (e.g. Legal Historian Ph.D. or foreign law degree)required. Licensed to practice law in Ohio or the ability to practice as needed for the clinic. Practical experience in areas appropriate to a law school clinic. Excellent communication and practice skills. Ability to teach effectively in a clinic setting and in the classroom. Commitment and ability to add diversity to the School of Law. Interest in and the ability to engage in significant scholarly publication, previous scholarly publication. Commitment to Professional Service and involvement in relevant professional or service organizations.

SUBMIT MATERIALS: Submit cover letter and resume to Professor Brant T. Lee, Chair, Faculty Appointments Committee, The University of Akron, School of Law, Akron, OH 44325-2901. Electronic submission may be sent to: asm17@uakron.edu.

TITLE: Senior Vice President & Provost and Chief Operating Officer**DEPT NAME:** Senior VP & Provost**POS:** 005532**SALARY:**Competitive -

DUTIES: The University of Akron invites applications and nominations for the position of Senior Vice President and Provost and Chief Operating Officer. The special duties of this position are as follows: Responsible to the President for the supervision of the academic functions of the University in accordance with the policies and rules established by the Board, the President, and the Faculty Senate; shall be an ex-officio member of each faculty and department or school; shall be responsible for and have the authority to: coordinate the academic offerings of the various colleges, departments, and schools; assist in the selection and appointment of faculty and staff; recommend promotion, tenure, salary, and dismissal of faculty members; assist in the preparation of the annual budget; submit an annual report concerning the activities, problems, and needs of the operations under the Senior Vice President and Provost's jurisdiction; oversee the University research centers and institutes; supervise academic planning; supervise the University libraries, including instructional media services; recommend to the President the appointment of such employees necessary to assist in performing the academic function of the University; and perform other such duties as may be assigned by the President.

QUALIFICATIONS: The University seeks a leader with: A doctoral degree in a discipline appropriate for appointment as a full professor in one of the academic departments; a demonstrated record of excellence in research and scholarship, teaching, and professional service; an understanding and strong support of grant activity; experience and skills derived from managing a large school, college, or university; a record of meaningful and successful administrative and fiscal responsibility derived from management and leadership of a complex academic organization; knowledge or experience in faculty recruitment, development, and retention; evidence of effective relationships with community, legislative bodies, and the private sector; a proven record of commitment to diversity and affirmative action and a successful record of working with a large and diverse student, faculty, staff, and alumni constituency.

The Senior Vice President and Provost and Chief Operating Officer must be able to work very closely with the President and Vice Presidents. The Provost should enhance the credibility of the office through demonstrated respect and advocacy for the faculty, students, staff, and at-large university community. It is essential that the Provost possess effective communication skills and is able to establish personal and professional credibility with both internal and external constituents.

The successful candidate will have unquestioned integrity and ethics, a high energy level, a fair, decisive, and innovative leadership style, and a personal and professional commitment to the success of the University of Akron.

SUBMIT MATERIALS: All correspondence should be directed to the University's executive recruitment consultants: Jerry H. Baker, Baker and Associates LLC, 10 Glenlake Parkway – South Tower – Suite 140, Atlanta, GA 30328. Email: jbaker@baasearch.com
or Martin M. Baker, Vice President, Baker and Associates LLC, 301 North Main Street, Suite 2449, Winston-Salem, NC 27101, email: mbaker@baasearch.com.

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 has started and will 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: 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: 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 has started and will 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: 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: Requires 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. Preferred Qualifications: 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 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.

Instructions for Staff 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.

ELECTRONIC STAFF APPLICATIONS ONLY ARE ACCEPTED

APPLICATION MATERIALS WILL ONLY BE ACCEPTED IN RESPONSE TO POSTED AND ADVERTISED JOB OPENINGS. PLEASE SUBMIT A SEPARATE ELECTRONIC APPLICATION FOR EACH POSTING WITH THE JOB TITLE AND THE POSITION (POS) NUMBER LISTED. Employment Services will only accept electronic applications 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 submitted to 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: Secretary**DEPT NAME:** Arts & Science Dean's Office**POS:** 005713**SALARY:** \$10.43 - Hourly**GRADE:** 114

DUTIES: Operate computer terminal (access PeopleSoft/Nojij to view and print student records), input college change codes and information into Degree Audit Reports System (DARs). Update and manage computer records, applications including spreadsheets, database and word processing. Receive phone calls and visitors assisting or directing inquiries to appropriate departments. Maintain numerous office calendars, organize meetings and assist with special events. Greet students, provide assistance and prepare academic forms as required. Provide administrative support for Dean's Office personnel. Type miscellaneous memos, letters, and correspondence as requested.

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. Good communication skills, organizational skills, and attention to detail required. Two to four years experience in a higher education setting and advanced computer skills in word processing, spreadsheet applications, database management including Access preferred.

DEADLINE DATE: Nov 2, 2009

TITLE: Assistant Building Services Worker**DEPT NAME:** Physical Facilities**POS:** 005803**SALARY:** \$11.55 - Hourly**GRADE:** 51

DUTIES: Responsible for cleaning buildings, classrooms, restrooms and entrances. Sweep, mop, disinfect and vacuum floors. Perform upholstery cleaning, dusting, steam cleaning and polishing. Strip and wax floors. Check supplies and stock supply closets. Clean and shampoo rugs and carpets. Clean, dust and wax furniture and fixtures. Clean glass, chalkboards and mirrors. Wash walls. Clean and empty trash receptacles.

QUALIFICATIONS: Requires high school diploma or GED and valid Ohio driver's license. Experience and skill in operation of cleaning equipment, knowledge of safety practices and the ability to lift and move supplies, equipment or furnishings required. Ability to read and understand warning signs. May be required to work overtime, call-ins, emergencies and other schedules as required.

COMMENTS: Shift: 10:00 p.m. - 6:30 a.m.

DEADLINE DATE: Nov 2, 2009

TITLE: Seasonal Housekeeping Worker*Temp***DEPT NAME: ATHLETICS OFFICE****POS: 004036****SALARY:\$8.71 - Hourly****END: 12/31/2009**

DUTIES: Clean and sanitize all Athletics facilities and playing venues, including InfoCision Stadium-Summa Field, Stile Athletics Field House, Rhodes Arena and Jackson Field, following daily use and after Athletics games and events, university events, and contracted games and events. Cleaning duties include sweeping, mopping, vacuuming, sanitizing, trash removal, glass cleaning, dusting and waxing.

QUALIFICATIONS: Requires a high school diploma or GED. Experience in cleaning and good knowledge of equipment and operation plus a good attendance record required. Valid Ohio driver's license is required.

COMMENTS: Must be available to work some nights and weekends. This is a part-time temporary position and is subject to the availability of funding and the employment needs of the University.

TITLE: Postdoctoral Research Associate*Temp***DEPT NAME: Biology****POS: 005546****SALARY:\$1328.92 - Biweekly****END: 06/30/2010**

DUTIES: Conduct and design research experiments. Data analysis, manuscript preparation and grant submission. Work with graduate and undergraduate research assistants.

QUALIFICATIONS: A PhD in Biology, Chemistry, or health related discipline required. Experience in Animal Based Research, stereotaxic surgery and performing immunocytochemistry preferred. Record of publication in peer reviewed journals preferred.

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

DEADLINE DATE: Nov 16, 2009
