

# 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 background investigation, for all applicants selected for employment. For additional information, please see University Rule 3359-11-22.

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**Faculty**

March 08, 2010

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**TITLE: Assistant/Associate/Full Professor**

**DEPT NAME:** Biomedical Engineering

**POS:** 005934

**SALARY:**Competitive -

**DUTIES:** The successful candidate will be expected to develop and maintain an independent research program and to contribute to our B.S., M.S. and Ph.D. programs by teaching courses at both the undergraduate and graduate levels, advising Master's thesis and Doctoral dissertations, and performing other academic duties.

**QUALIFICATIONS:** An earned doctorate in Biomedical Engineering or closely related field required with area of interest including but not limited to Biofluids, Biomechanics, Biomaterials and/or Tissue Engineering with an emphasis in Cardiovascular research. Teaching experience at undergraduate and/or graduate levels required.

**COMMENTS:** Review of application material begins immediately. For detailed information please visit: <http://www.engineering.uakron.edu/positions.php>.

**SUBMIT MATERIALS:** Submit cover letter, curriculum vitae, statement of research and teaching goals (one page each) and the names and contact information of at least three references to: Chair of the CVM Search Committee, The University of Akron, Biomedical Engineering, Akron, OH 44325-0302 or submit by email to: [labelle@uakron.edu](mailto:labelle@uakron.edu).

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**TITLE: Assistant/Associate Professor**

**DEPT NAME:** Biomedical Engineering

**POS:** 005742

**SALARY:**Competitive -

**DUTIES:** Develop and maintain an independent research program and to contribute to our B.S., M.S., and Ph.D. programs by teaching courses at both the undergraduate and graduate levels, advising Master's thesis and Doctoral dissertations and performing other academic duties.

**QUALIFICATIONS:** A Ph.D. in Biomedical Engineering or closely related field and research/teaching area of interest in Orthopaedic Biomechanics required. Teaching experience at the undergraduate and graduate level, and grant writing/administration experience as appropriate required.

**COMMENTS:** Review of application material begins immediately. For detailed information please visit: <http://www.engineering.uakron.edu/positions.php>.

**SUBMIT MATERIALS:** Submit cover letter, curriculum vitae, statement of research and teaching goals (one page each) and the names and contact information of five references to Chair of the Search Committee, Orthopaedic Biomechanics, The University of Akron, Biomedical Engineering, Akron, OH 44325-0302 or email to: [labelle@uakron.edu](mailto:labelle@uakron.edu).

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**TITLE: Associate Dean of Undergraduate Studies****DEPT NAME:** Engineering Dean's Office**POS:** 005390**SALARY:**Competitive -

**DUTIES:** The successful candidate is expected to contribute to the continued success in growing the College of Engineering's undergraduate program through recruitment and retention; manage the advising of undergraduate students; in consultation with faculty, oversee the undergraduate curricula; and administer and grow the scholarship program. In addition, the Associate Dean is expected to play a critical part in other important programs in the college, including Co-operative education, Women in Engineering, IDEAS (Increasing Diversity in Engineering Academics), and manage the ABET accreditation of all departments.

**QUALIFICATIONS:** The successful candidate will have the necessary credentials to qualify for an appointment as a tenured faculty member at the rank of full professor in one of the College's five academic departments. The position brings unique opportunities for collaborations with other academic and administrative units on campus to positively impact the education of undergraduate engineering students. The College seeks an individual with administrative experience in academia and an exemplary record of professional accomplishment. The Associate Dean reports to the Dean of the College of Engineering.

**COMMENTS:** Letters of nomination are actively sought as are applications. Nominees will be contacted in a timely manner by the Chair of the Search Committee, and confidentiality will be maintained upon request. Review of application materials will begin immediately

**SUBMIT MATERIALS:** Submit a cover letter, curriculum vitae and a list of five references who will be contacted after a thorough review and screening of the applicant pool. Direct all correspondence to: Mrs. Marilyn Brodie, Search Committee of Associate Dean for Undergraduate Studies, College of Engineering, The University of Akron, Akron, OH 44325-3901 or by email [mbrodie@uakron.edu](mailto:mbrodie@uakron.edu).

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**TITLE: Assistant Director, Admissions****DEPT NAME:** Admissions**POS:** 005933**SALARY:** Competitive -

**DUTIES:** In concert with the recruitment function of the Office of Admissions, the person in this position will manage an assigned travel territory, including representing the University at high school visits and college fairs, as well as other off campus events, and conduct information sessions and individual appointments with students and their families. In addition, responsibilities may include, but are not limited to overseeing alumni recruitment initiatives, planning and coordinating programs, assisting with online strategic initiatives, serving as liaison to the campus community, and providing reports relative to responsibilities, etc.

**QUALIFICATIONS:** A Bachelor's degree in Education, Communication, Business or related field is required. Master's degree in related field preferred. Requires a minimum of four years experience working in admissions/counseling in a higher education environment. Incumbent should possess effective communication skills, public relation skills, and organizational skills. Computer skills including word processing and database capabilities are necessary. Ability to provide counseling and advisement to students and parents regarding the admissions process is essential. Proficiency in recruiting freshmen and transfer students from high schools and community colleges is necessary. A valid driver's license and ability/willingness to travel are also required.

**SUBMIT MATERIALS:** Submit a cover letter and resume by email to: [mbersani@uakron.edu](mailto:mbersani@uakron.edu).

**DEADLINE DATE:** Apr 5, 2010

**TITLE: Academic Adviser II****DEPT NAME:** College of Business Administration Undergraduate Studies**POS:** 005970

**DUTIES:** This position plays a vital role in helping the college prepare competent and responsible business leaders. In addition, you will be a part of a growing team that emphasizes an appreciative advising approach. Specific responsibilities include: meeting with students through one-on-one advising appointments and some group advising sessions, assisting the college with on-campus and off-campus student recruitment activities, facilitating new student orientation sessions for direct admit, honors, and transfer students, assisting with the development and implementation of current and future advising activities, interpreting university and college requirements, building relationships with students while evaluating academic performance and satisfaction of degree requirements as well as increasing student awareness of educational resources, assisting in the development and maintenance of student records and databases, participating in adviser training sessions and assisting the Director of Undergraduate Programs in Business, as required

**QUALIFICATIONS:** A Master's degree in business administration, counseling or other relevant field, two to four years of experience in academic advising/counseling and a solid foundation of student development theory required. Excellent interpersonal and communication skills and familiarity with current versions of computer software applications are required. The successful candidate will also demonstrate a friendly, caring, helpful, courteous manner as the office operates under an appreciative advising model. Willingness and ability to travel for recruiting purposes and be available for some evening advising.

**SUBMIT MATERIALS:** Submit a resume/curriculum vitae, a cover letter, and three professional letters of recommendation to: Search Committee Chair, College of Business Administration RM 260, The University of Akron, Akron, Ohio 44325-4805  
Electronic submissions are preferred at: [cba\\_advisersearch@uakron.edu](mailto:cba_advisersearch@uakron.edu).

**TITLE: Academic Adviser II****DEPT NAME:** Student Athlete Academic Services**POS:** 005989**SALARY:**Competitive -

**DUTIES:** Provide advisement to student-athletes regarding academic, career and personal matters. Establish and maintain contact with student-athletes to monitor academic progress and eligibility. Facilitate the application process for students and perform related administrative duties. Act as a liaison between student-athletes and various academic and non-academic departments. Refer student-athletes to appropriate services and departments when necessary. Maintain accurate student records while using computers to generate reports and communicate with the student-athletes. Conduct academic workshops for student-athletes and coordinate professional development seminars for advisers. Participate in department and University-wide committee assignments. May include evening and weekend hours.

**QUALIFICATIONS:** A relevant Master's Degree and two years experience in academic advising and counseling is required. The selected candidate should possess strong verbal and written communication skills as well as basic computer skills including word processing and database capabilities. Knowledge of student development theory and university policies and procedures required. Experience counseling student-athletes at the college level preferred.

**SUBMIT MATERIALS:** Submit a cover letter, resume and contact information for three current professional references to: Anne Jorgensen, Associate AD for Student Athlete Academic Services, The University of Akron, JAR Arena, Room 175, Akron, OH 44325-5201 or send electronically to: amy74@uakron.edu.

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**TITLE: Manager, Telecommunications****DEPT NAME:** Telecommunications**POS:** 005939**SALARY:**Competitive -

**DUTIES:** Manage departmental technicians and field personnel, technician schedules, workloads, and project assignments. Coordinate departmental resources with Capital Planning, Physical Facilities, and other University departments. Manage all functional aspects of the department including the establishment of goals and objectives. Complete various paperwork including requisitions for payables and time sheets. Prepare short term and long range engineering design and planning for the department while reviewing current telecommunications technologies and business strategies. Create and manage preventive maintenance procedures and schedules. Implement changes to the voice/data/video communication network to ensure that all evolving data, voice and IT standards are supported. Manage Telecommunications projects and attend University planning and construction meetings for all current and forecasted renovations and construction. Review and approve plans and blueprints for EIA/TIA communications standards. Evaluate campus and departmental initiatives as it pertains to telecommunications network and services. Provide cost estimates for projects and purchase required materials. Implement feasibility studies and develop operating project controls while allocating departmental resources and monitoring expenditures. Develop and evaluate operating policies, procedures, and objectives for the department. Advise employees regarding department policies, procedures, technical problems, priorities, and methods. Attend campus and office meetings when necessary and represent the University in professional organizations and with the Local Exchange Carrier.

**QUALIFICATIONS:** Requires a relevant Bachelor's degree and ten years industry experience in the telecommunications industry designing and managing complex data, communications and CATV infrastructure hardware projects including system design, planning, installation and implementation. Requires five years direct supervisory experience managing field service personnel. The ability to conduct site/personal evaluations and audits in university tunnels, rooftops, trenches and manholes required. Possess Ortronics industry certification, be FIT certified for firestopping and a valid driver's license preferred.

**SUBMIT MATERIALS:** Submit cover letter, resume and contact information for three references to: Telecommunication Search Committee, The University of Akron, Akron, OH 44325-3501 or email to tsheila@uakron.edu.

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**TITLE: Vice President, Finance & Administration/Chief Financial Officer****DEPT NAME:** Vice President, Finance & Administration/CFO**POS:** 005821**SALARY:**Competitive -

**DUTIES:** The Vice President for Finance and Administration/CFO will report directly to the President, but will work closely with the Provost/Chief Operating Officer. Major responsibilities include budgeting and planning; financial reporting; auditing; developing and administering internal financial policies and procedures; staffing the Finance and Audit Committees of the Board of Trustees; coordinating capital construction operations; managing cash and endowment investments and banking relations; coordinating revenue bond issuances and retirements; overseeing risk management and other related administrative, fiscal and accounting functions. Other functions within the Division of Finance and Administration include human resources, labor relations, and a variety of auxiliary services. She/he is responsible for the University's operating budget and is the principal liaison on most fiscal and non-academic administrative matters to The University System of Ohio, state government agencies, the University of Akron Board Of Trustees and other agencies.

The University seeks an energetic, creative individual who has the ability to interact effectively with faculty, trustees, staff, students and external constituencies in a collaborative and collegial way. Working in partnership with the President and other members of the senior staff, the Vice President for Finance and Administration/CFO will be expected to embrace and contribute to the mission and work of the entire institution.

The successful candidate also will demonstrate an understanding and commitment to the principles of equal opportunity and affirmative action.

**QUALIFICATIONS:** An advanced degree or CPA is strongly preferred. Significant experience as a CFO, senior financial administrator, or as the immediate subordinate of the CFO at a major comprehensive university, or equivalent experience in a major government entity or agency or in a larger corporate setting is required. A track record of implementing long range growth-sustainability strategies in a mission-based organization. An understanding of fund-raising and entrepreneurial activities within the framework of higher education or a not-for-profit entity. Demonstrated ability to manage and lead in a complex, fiscally challenging and rapidly changing environment. Experience and success in budgeting, fiscal analysis, and integrated financial management to ensure the best use of available resources. Full understanding and experience in financial modeling. Strong executive level skills in regard to the management and development of key administrative staff. Excellent communication skills and a demonstrated ability to make cogent and competent presentations to the Board of Trustees, legislative bodies and internal and external constituencies about financial matters in a timely and responsible manner. Successful experience in managing and financing large capital projects, including the coordination of construction activities with developers, architects and external, coordinating boards. Commitment to EEO and a history of community involvement.

**SUBMIT MATERIALS:** Submit a letter of application, résumé of education, experience, and personal qualifications and five professional references as soon as possible to:

Kayla O'Rourke, R. William Funk & Associates, 100 Highland Park Village, Suite 200, Dallas, Texas 75205  
Email: krisha.creal@williamfunk.com Fax: 214/295-3312

**TITLE: Coordinator Cooperative Education***Temp***DEPT NAME:** Engineering Dean's Office**POS:** 005849**SALARY:**Competitive -

**DUTIES:** This position involves interviewing, advising, and placing students within the College of Engineering to promote the integration of the practice-based component of students' education within the Corrosion Engineering Program. He/she will also assist Director in working with employers to develop jobs commensurate with students' interests and abilities in the corrosion industry. The successful candidate will assist Director in: Advising and counseling students as to the eligibility of co-op program for the corrosion program, create and deliver services in regards to placement, solicit positions ranging from intern/co-op to full-time, post-graduation positions for our engineering students, assist with establishing and maintaining effective links between cooperative employers and the University, assist in representing and interpreting the corrosion program to employers, parents, faculty and administration, and assist the Director with administrative tasks.

**QUALIFICATIONS:** A relevant Bachelor's degree is required. The successful candidate must be innovative, personable. Experience with college-level cooperative education and/or recruitment activities is preferred. Excellent communication skills are a must.

COMMENTS: This is a temporary full-time position.

SUBMIT MATERIALS: Submit cover letter, resume and contact information for three references to: The University of Akron, Mrs. Marilyn Brodie, Senior Administrative Assistant, Akron, OH 44325-3901 or electronically to: mbrodie@uakron.edu.

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**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.

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. 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!

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**TITLE: Examiner Associate****DEPT NAME:** Graduate School**POS:** 005971**SALARY:**\$11.28 - hourly**GRADE:**115

**DUTIES:** Process and/or proof initial incoming graduate assistantships, I9 and DMA forms, student employment forms and personnel action forms. Respond to routine inquiries, questions and problems from departments, students and the general public. Maintain graduate contracts and general Graduate School e-mail accounts. Examine student records for retention or disposal in compliance with the Graduate School's record retention policy. Convert paper files to electronic files. Open, date-stamp and distribute mail on a daily basis. Participate and/or organize Graduate School related activities such as orientations, recruitments, and fairs as assigned.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and two years experience in general office practices and procedures. Basic computer skills including spreadsheet, word processing, and database required. The ability to solve problems independently, provide customer service and be detail oriented required. Ability to interact with people from diverse cultures and backgrounds required. Preferred qualifications: the ability to handle a high volume of paperwork, demonstrated ability to multi-task, advanced computer skills, possess knowledge of a campus environment and/or graduate education and the ability to calculate basic percentages.

**DEADLINE DATE:** Mar 15, 2010

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**TITLE: Systems Administrator****DEPT NAME:** Hardware & Operations Systems Services**POS:** 005810**SALARY:**\$1393.60 - bi-weekly**GRADE:**219

**DUTIES:** Acquire, install, test, and manage hardware, operating systems, and systems and application software on enterprise level UNIX, Linux and Window servers. Develops and maintains system documentation. Assist in managing system security. Carry out system migrations, conversions and upgrades. Monitor enterprise server hardware, software, and applications. Identify and correct problems. Generate and analyze usage reports and system configurations for performance tuning and capacity planning. Assist in planning and maintaining data center facilities. Manage backup services. Available/on-call 24 hours/day for responding to critical problems. Resolve problems for student, faculty, and staff users of the managed services. Provide technical consultation to other departments on the selection, acquisition, installation and management of server hardware and software. Manage individual and role-based access to services. Interact with other department personnel to trouble-shoot network and system problems. Develop scripts and utility programs to facilitate administration of systems and services. Develop software, methods, and procedures for enhanced functionality or system integration of various server platforms and services.

Research and evaluate new and emerging technologies; adapt these technologies for use in the University environment. Maintain knowledge of new computer technology and advancements in hardware and software.

**QUALIFICATIONS:** Requires a relevant Bachelor's degree and a minimum of two years experience in server operating systems, server management, computer system development, networking protocols and programming. Knowledge of the design and functionality of Internet applications and protocols required. Highly developed problem solving, communication, and technical writing skills required. Ability to adapt to new technology and maintain currency in technical knowledge. Preferred Qualifications: knowledge of authentication and directory protocols. Experience in developing web interfaces. System administration experience with Linux, Windows, or UNIX servers. Understanding of SQL and database design. Knowledge of Windows scripting, Perl, C, C++, Java, PHP languages. Experience with TSM, EMC SAN, Oracle and vSphere.

**COMMENTS:** Review of applications will begin March 22nd.

**DEADLINE DATE:** Apr 9, 2010

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**TITLE: Budget Assistant**

**DEPT NAME:** Institute, Polymer Science

**POS:** 005857

**SALARY:**11.28 - hourly

**GRADE:**115

**DUTIES:** Assist faculty in managing their accounts for grants and contracts. Maintain records, budget summaries and reports. Enter data for budget maintenance purposes and maintain tables and projections pertaining to funding for graduate assistants, post-doc's and visiting scientists. Assist the faculty in avoiding and correcting deficit spending. Review and determine incorrect charges to accounts for the purpose of maintaining accurate accounts and compliance with funding agency requirements. Prepare and disseminate departmental budget statements for the faculty. Respond to their inquiries and requests concerning budget and spending information. Assist in departmental charges for materials and service. Perform various clerical duties including typing, filing and ordering equipment and supplies.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and two years experience in financial accounting. Computer skills including word processing, databases and spreadsheet capabilities required. Strong organizational and problem-solving skills required. Knowledge of the University's on-line financial accounting system preferred.

**DEADLINE DATE:** Mar 15, 2010

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**TITLE: Delivery Worker**

**DEPT NAME:** Mailing Services

**POS:** 005927

**SALARY:**\$8.97 - Hourly

**GRADE:**112

**DUTIES:** Sort and deliver mail and packages to appropriate campus locations. Provide special delivery service for packages that require a signature. Rotate weekly in assigned work areas. Operate transportation vehicles and mail equipment while maintaining an orderly work environment. Respond to phone calls, inquiries and other requests. Provide problem solving techniques as necessary. Assist with all areas of the Mail Center operations.

**QUALIFICATIONS:** Requires a high school diploma or GED, a valid driver's license and six months experience in delivery services including collecting, sorting, and delivering mail and packages. Strong communication skills and a general knowledge of postal/delivery procedures required. Customer service and problem solving skills required.

**COMMENTS:** Shift: 7 a.m. to 3:30 p.m.

**DEADLINE DATE:** Mar 15, 2010

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**TITLE: Coordinator, Grants****DEPT NAME:** Research Services & Sponsored Programs**POS:** 005981**SALARY:**\$14.51 - hourly**GRADE:**118

**DUTIES:** Review proposal guidelines, assist Principal Investigators with the development of complete and accurate proposals and budgets. Dispatch proposals for assigned colleges and departments. Coordinate post-award activity-subcontracting, no-cost extensions, budget revisions. Work in conjunction with post-award personnel. Negotiate award terms and conditions. Resolve information/documentation requirements. Complete data entry for proposals and awards for assigned colleges.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and at least three years experience in proposal/budget preparation, contract negotiation and sponsored project administration. Demonstrated excellence in written, oral and interpersonal communication skills. Ability to work efficiently in a deadline-driven environment. Demonstrated proficiency in Adobe, Microsoft Excel and Word. Must be detail oriented and organized. Preferred qualifications: Bachelor's or Master's degree, two years of progressively responsible experience in a university sponsored program office, and demonstrated knowledge of higher education policies and procedures. Proficiency with electronic proposal submission and grants management systems such as NSF Fastlane, Grants.gov and NIH Commons. Certified Research Administrator (CRA).

**DEADLINE DATE:** Mar 19, 2010**TITLE: Postdoctoral Research Associate***Temp***DEPT NAME:** Chemistry**POS:** 005946**SALARY:**\$1,384.00 - biweekly

**DUTIES:** Duties include molecular cloning, protein expression, protein purification, RNA synthesis, RNA purification, electrophoretic mobility shift assays of RNA binding, NMR analyses of protein folding and monodispersity, NMR analyses of protein/RNA interaction, NMR structure determination of proteins, RNAs and protein RNA complexes.

**QUALIFICATIONS:** A Ph.D in Biology, biochemistry, genetics, molecular biology, chemistry, or closely related field required. Experience with protein purification and handling, molecular biology techniques, and structure determination via NMR and/or x-ray crystallography required. Experience in handling RNAs and RNP-complexes is preferred.

**COMMENTS:** This is a full-time temporary position and is subject to the availability of funding, the employment needs of the University and the employee's ability to meet established standards of job performance.

**TITLE: HIEI Grant Administrative Secretary***Temp***DEPT NAME:** Polymers Dean's Office**POS:** 005967**SALARY:**\$11.28 - hourly**GRADE:**115**END:** 01/24/2011

**DUTIES:** Coordinate daily operations, compile information for reports, process forms, and may compose routine correspondence. Coordinate confidential personnel and administration forms. Investigate and respond to concerns raised by students, faculty and clients. Operate computers using various software packages and other office equipment. Prepare mailings, meeting minutes and presentations in addition to typing and proofing copies, publications and other documents. Schedule appointments with other individuals from the University and community. Perform database management, receive and process registrations, process requisitions for office supplies, equipment and monitor the receipt and payment of orders. Overnight travel to locations for trade shows and customized training on the premises of client businesses and train and supervise student assistants.

**QUALIFICATIONS:** Requires a high school diploma or GED and two years experience in office/clerical procedures. Working knowledge of basic office equipment and computer applications including word

processing, spreadsheet and database software packages required. Typing and editing, strong interpersonal, and organizational skills required. Ability to work independently and exercise considerable judgment in coordinating activities and managing telephone calls and visitors required. Experience with Creative Suite 2, including Indesign and PhotoShop, and PeopleSoft software preferred. A working knowledge of the rubber and plastics industry and experience in office operations in higher education preferred.

COMMENTS: This is a part-time temporary position and is subject to the availability of funding, the employment needs of the University and the employee's ability to meet established standards of job performance.

DEADLINE DATE: Mar 15, 2010

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