

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

April 13, 2009

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TITLE: Assistant Professor- Manufacturing & Mechanical Engineering Technology

DEPT NAME: ENGINEERING & SCIENCE TECHNOLOGY

POS: 004449

DUTIES: Develop, revise and deliver lecture and laboratory courses in the Manufacturing Engineering Technology Program and the Mechanical Engineering Technology Program including but not limited to: Robotics, Programmable Logic Controllers, Manufacturing Simulation and Automation in both the day and evening and may also involve instruction of other engineering technology courses. Required to update and maintain laboratories and equipment, maintain technical currency, actively participate in university, college, department and program committee work, engage in recruiting, and advising a diverse cadre of students and other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree in Engineering or Engineering Technology and either a Master's Degree in Engineering or a Master's Degree and a professional engineer license. In addition, two years of relevant and verifiable engineering experience, and one year of relevant teaching experience required.

SUBMIT MATERIALS: Submit a cover letter, curriculum vitae, names and contact information of three references and unofficial copies of transcripts (official copies of transcripts will be required for hire) to Thomas F. Lukach, Search Chair, Manufacturing Engineering Technology & Mechanical Engineering Technology Search Committee, The University of Akron, Akron, OH 44325-7104. Electronic submission accepted at: tlukach@uakron.edu.

TITLE: Associate Dean for Graduate Studies & Administration

DEPT NAME: Engineering Dean's Office

POS: 005527

SALARY:Competitive -

DUTIES: The College of Engineering at The University of Akron seeks an effective leader to serve as the Associate Dean for Graduate Studies and Administration. The successful candidate is expected to contribute to the continued success of the graduate programs in the College of Engineering. Graduate Studies responsibilities include: serving as the College's principal interface with UA's Graduate School for all matters affecting the operation of the MS and PhD programs offered by the College; working collaboratively with counterparts in the UA Colleges of Arts and Sciences and Business Administration, and with NEOUCOM with which the College of Engineering offers joint graduate programs; supporting the recruitment and retention efforts of the College's five departments; together with the College's Graduate Curriculum Committee, overseeing the graduate curricula; and administering and expanding the Curricular Practical Training experience for graduate students. In his/her role as Associate Dean for Administration, the candidate will support the Dean with: the planning and execution of the College's budget; the management and allocation of administrative and research space; the maintenance of pertinent programmatic statistical data, and interactions with The University's Human Resources Office.

QUALIFICATIONS: The successful candidate will have the necessary credentials to qualify for an appointment as a tenured faculty member at the rank of 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 graduate engineering students. A Ph.D. in an engineering discipline, administrative experience in academia and an exemplary record of professional accomplishment required. The Associate Dean is responsible to the Dean of the College of Engineering.

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

upon request.

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 to Mrs. Marilyn Brodie, Search Committee of Associate Dean for Graduate Studies and Administration, College of Engineering, The University of Akron, Akron, OH 44325-3901 or email to: mbrodie@uakron.edu.

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 the 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 and IDEAS (Increasing Diversity in Engineering Academics).

QUALIFICATIONS: The successful candidate will have the necessary credentials to qualify for an appointment as a tenured faculty member at the rank of 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 a Ph.D. in an engineering discipline, administrative experience in academia and an exemplary record of professional accomplishment. The Associate Dean is responsible to the Dean of the College of Engineering.

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

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) to Mrs. Marilyn Brodie, Search Committee of Associate Dean for Undergraduate Studies, College of Engineering, The University of Akron, Akron, OH, 44325-3901 or email to mbrodie@uakron.edu.

TITLE: Associate Dean (Open to current University employees only)

DEPT NAME: Honors College Dean's Office

POS: 005571

SALARY:Competitive -

DUTIES: Assist in several key areas, including recruitment of diverse cohorts of new students, retention of current students, working with Honor's student groups, engagement with faculty teaching in the College, daily management of the Honors Office, College programming, promotion, marketing and development efforts and strategic planning.

QUALIFICATIONS: Tenured, full professor, exemplary record of scholarly and professional accomplishment, demonstrated leadership and collaboration abilities. History of teaching excellence, inclusive student-centered focus, broad-based knowledge of UA Campus, policies, departments and operational units.

SUBMIT MATERIALS: Submit a cover letter, Curriculum Vitae and a list of three references electronically to honorssearch@uakron.edu.

DEADLINE DATE: Apr 26, 2009

TITLE: Instructor/Assistant Professor of Legal Writing**DEPT NAME:** Law - Instruction**POS:** 005508**SALARY:**Competitive -

DUTIES: The University of Akron School of Law seeks outstanding candidates for 4 open positions as Instructor/Assistant Professor of Legal Writing (non-tenure track, but eligible for long-term contracts). The University of Akron School of Law is significantly redesigning and upgrading its legal writing and research program to assure the best possible legal writing and research experience for our students. Our goal is to develop a cadre of professional legal writing teacher-scholars who are committed to assuring excellence in our students' writing and to involvement in the national community of legal writing professionals. The successful candidates will teach a range of law practice skills, including interviewing, counseling, negotiation, and trial practice. Involve both lecture format and the socratic method. Detailed editing of students' writing and meeting with each student to discuss the edited work product. The successful candidates will initially receive a 9-month renewable appointment and will be eligible for a long-term contract after the first two years. Successful candidates will participate in faculty governance, including committee service, and after the two-year probationary period will be voting members of the law faculty for all issues not concerning tenure, promotion, or hiring of tenure-track faculty. The positions also include an opportunity for summer teaching.

QUALIFICATIONS: Requires a J.D degree, strong academic and writing credentials, and excellent editing, legal analytical, legal research, and public speaking skills. Also requires experience with and ability to teach a range of law practice skills, including interviewing, counseling, negotiation, and trial practice. In addition, successful candidates must possess (1) the ability to work effectively on a one-on-one basis with students to develop proficiency in legal analysis, writing, research, and other skills and (2) the organizational skills to coordinate different aspects of the research & writing course. We prefer relevant experience in teaching legal writing and professional experience as a practicing attorney. We also prefer applicants with a demonstrated commitment to legal writing instruction as a discipline and career path, a record of scholarly publication, and a record of attendance or participation in appropriate workshops, symposia, or conferences in the applicant's discipline.

SUBMIT MATERIALS: Submit a resume/curriculum vitae, cover letter and three professional letters of recommendation to Search-Professor of Legal Writing, Associate Dean William Jordan, The University of Akron School of Law, Akron, OH 44325-2901. Electronic submission preferred at: asm17@uakron.edu.

TITLE: Professor**DEPT NAME:** Polymer Science**POS:** 004646**SALARY:**Competitive -

DUTIES: Establish or continue a nationally recognized research program, obtain external funding, direct graduate research, teach graduate and undergraduate classes. Contribute to the functioning of the department, College and University through service on committees and participation in departmental activities.

QUALIFICATIONS: A Ph.D. in Materials/Polymer Science, Polymer Physics, Chemical Engineering or a closely related field required. Candidates with expertise and active research programs in the emerging areas of biomaterials, advanced energy technologies, environmental science, and biomedical devices, are especially encouraged to apply. Applicants should have a proven record of scholarly achievement as documented by publications, significant and sustained levels of research funding, patents, successful industrial collaborations, experience with technology transfer, and very strong letters of recommendation. Applicants must have excellent communication skills and the ability to establish and maintain a robust, externally-funded, nationally-recognized research program.

COMMENTS: Review of application material will begin immediately.

SUBMIT MATERIALS: Submit curriculum vitae, including a list of publications, documentation of prior research support, evidence of industrial collaboration, and technology transfer experience; detailed research and teaching plans; and names of three references with contact information to the Chair of Search Committee, Polymer Physics Position, Department of Polymer Science, The University of Akron, Akron, OH 44325-3909.

TITLE: Application Services Technical Lead**DEPT NAME:** Application Systems Services**POS:** 005449**SALARY:**Competitive -

DUTIES: Provide leadership for the Human Resources application development team. Responsible for the management of system applications development, project management and technical support of business units as assigned by the Director. Supervises assigned staff while providing direction for work activities and communicates with the University community affected by applications. Essential functions of this position include the design of applications, maintenance of new and existing systems and computer programs, the review of software and hardware technology for the support of applications, and development of policies to ensure secure, efficient and appropriate use of systems technologies. In addition, the Tech Lead will create project plans, assign tasks to the project team, review project progress and prepare technical reports, programming specifications, file layouts and program documentation and will report project status to supervisors and project committees. Evaluation, diagnosis and repair of system malfunctions are also functions of this position. Other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree and minimum of five years experience in application systems, development, implementation, and programming, along with an understanding of project management methodologies. PeopleSoft implementation or implementation of other HR ERP modules is required. The ability to access relational databases via SQL is also required. In addition, the successful candidate must possess excellent communication, analytical, problem solving and leadership skills. Supervisory experience is preferred.

COMMENTS: Review of applications will begin immediately.

SUBMIT MATERIALS: Submit resume, letter of intent referencing job number 5449, and three professional names of reference to Mrs. Sheila Thomas, Information Technology Services, The University of Akron, Akron, OH 44325-3501 or email to tsheila@uakron.edu.

TITLE: Director, Academic Success Program**DEPT NAME:** Law - Instruction**POS:** 004609**SALARY:**Competitive -

DUTIES: Responsible for helping first year and existing students develop the necessary set of skills to succeed in the law program. By teaching, counseling and tutoring students, the ASP Director will create and continue developing existing programs, workshops and trainings to prepare our students to succeed on the bar exam. Teach a specialized skills based course to first-year students, teaching a bar skills course to third-year students, counseling and tutoring students to ensure academic success and retention, conducting workshops and programs on analytical, learning and time management skills, utilizing technology innovations to enhance students' learning experience, recruiting/coordinating/training/supervising ASP student assistants, designing academic support for students including working with professors and implementing skills training, assist students with basic writing and analytical skills and monitoring the attendance and academic performance of 'at risk' students mandated to participate in ASP activities.

QUALIFICATIONS: A J.D. degree and background in education or skills training required. Involvement in academic support programs and legal experience is strongly preferred. In addition, applicants should be able to demonstrate the following: Familiarity with using technology to enhance skills-based learning, a record of success in assisting student learning, ability to work well with a variety of constituencies to identify methods to enhance learning for multiple learning styles, strong writing and analytical skills, ability to design and coordinate programs, excellent managerial skills, ability to build rapport with students at all learning levels and a record of effective self-starting and follow-through.

SUBMIT MATERIALS: Submit cover letter, resume and three professional letters of reference to Professor Willa Gibson, Chair Search Committee for Academic Success Program Director, The University of Akron School of Law, Akron, OH 44325-2901, electronic submission preferred at asm17@uakron.edu.

TITLE: Director, Office of Accessibility**DEPT NAME:** Office of Accessibility**POS:** 005478**SALARY:**Competitive -

DUTIES: The director is responsible for the leadership and management of all services and activities related to the Office of Accessibility including oversight and development of policies and procedures to provide effective services for students with disabilities; meeting with students individually to design and coordinate accommodations and services; supervision of other staff members, including oversight of an adaptive technology lab, development of liaisons with other University departments; working closely with the University ADA Coordinator to carry out outreach and education to the campus community; and conducting regular assessment of services and learning outcomes.

QUALIFICATIONS: Master's Degree in Rehabilitation Counseling, Psychology, Higher Education Administration or other relevant field (Doctoral Degree preferred) and minimum of four years of experience in higher education with emphasis on disability-related services required. Administrative experience including supervision of professional staff, knowledge of federal and state disability legislation, budgeting, and strategic planning, strong interpersonal skills and experience working with students of diverse educational, racial, ethnic and cultural backgrounds also required.

COMMENTS: Review of application material begins April 30, 2009 and will continue until the position is filled.

SUBMIT MATERIALS: Submit a detailed cover letter specifying the position for which you are applying, resume and three current references to Dr. Stacey Moore, Search Chair Director, Office of Accessibility, The University of Akron, Simmons Hall 105 Akron, OH 44325-6213. Electronic submission accepted at: staceyjm@uakron.edu.

TITLE: Manager, Informal Recreation**DEPT NAME:** Student Recreation & Wellness Services**POS:** 005522**SALARY:**Competitive -

DUTIES: Reporting to the Director of SRWS and Associate Director of Operations, the Manager Informal Recreation is responsible for the general supervision and safety of the SRWS and the Ocasek Natatorium. The position oversees the reservations & scheduling of the SRWS and related duties including, but not limited to, responsibilities for the logistics of reservations and supervision of events in the facilities. They will be responsible for hiring, training, evaluating and supervising of facility related student employees, assist in development & application of employee training in safety, patron service and job specific tasks. Some of the additional duties for this position include working with university and community for scheduling, billing and contracts, personnel, supervision and other duties related with facility reservations, responsible for operating facility and membership management software, hire, train and supervise students and part time employees (desk staff, court monitors) in areas of responsibility, generating required reports for Director and Associate Director when necessary, provide customer service and assist in resolving patron issues, assist in developing budget and monitor revenue and expenses throughout fiscal year, assisting with inspections of the SRWS and other facilities in the department, enforcing and reviewing Risk Management related policies and procedures, supervising special events hosted in the facility and other facilities in the department, responsible for all entry and access by members and other duties as assigned.

QUALIFICATIONS: Requires a Bachelor's Degree in Sports Management Recreation or related field and a minimum of two years experience in campus recreation in a college facility environment. Must be able to work a flexible schedule including nights and weekends. Other requirements for the position include strong computer skills such as Microsoft Suite & CSI-Spectrum Management System or similar software experience. Experience in a leadership role, strong oral and written communication skills, experience managing large events and current CPR/AED and First Aid certification.

Preferred: Preferred qualifications for this position include a Master's Degree in Sports Administration, accounting experience, American Red Cross/CPR /First Aid instructor Certification, Pool Operation Certification, Management experience involving swim meets and other large events.

SUBMIT MATERIALS: Submit a cover letter, a resume, and three professional references in Word or PDF format to: ede2@uakron.edu

TITLE: Manager, SRWS Systems**DEPT NAME:** Student Recreation & Wellness Services**POS:** 005246**SALARY:**Competitive -

DUTIES: Reporting to the Director and Associate Director of Operations, the Manager, SRWS Systems is responsible for supporting the business operations of the SRWS. The Manager, SRWS Systems is the primary liaison to IT Services on campus for issues related to computer hardware, software and peripherals in the department and offices located in the recreational facilities. Some of the duties of this position include: Manage the application of the SRWS database management system (CSI) and other recreational related computer applications, serve on Manager on Duty (MOD) Rotation Team, daily management and update of Student Recreation & Wellness Department website, develop effective and efficient methods to assist department operations with recreational related technology & software programs, research emerging technologies that improve system's operations, serve as liaison with IT Services on campus as well as software vendor on system's performance and system's upgrades, produce reports and assist with developing methods for department assessment with reported information, oversee security video software and hardware for the department, train department staff on using software including performing daily downloads of patron information, installing essential upgrades and troubleshooting software applications, developing and updating department handbooks, manuals, training information, and university policies related to the usage of computer applications and other duties as assigned.

QUALIFICATIONS: Qualified candidates for this excellent opportunity are required to have a Bachelor's degree in Sports Management, Recreation Management, or related field and a minimum of 2 years of experience with Computer System management and report development. Excellent customer service and outstanding verbal and written communication skills are required. The position requires a high level of computer skills, knowledge of hardware and software, computer networking experience, and operating system experience. The qualified candidate must have experience using Adobe Studio Package, Adobe Creative Suite. Must be able to work a flexible schedule including nights and weekends. Preferred Qualifications: Master's degree in a related field and graphic design experience is preferred. Work experience in software administration and programming in a similar work environment is highly preferred. Basic video producing and editing experience is a plus.

COMMENTS: Review of applications will begin immediately.

SUBMIT MATERIALS: Submit a cover letter, resume, and three professional references in Word or PDF format to: ede2@uakron.edu.

TITLE: Manager, Facility & Membership**DEPT NAME:** Student Recreation & Wellness Services**POS:** 004224**SALARY:**Competitive -

DUTIES: Reporting to the Director of SRWS and Associate Director of Operations, the Manager of Facility and Membership is responsible for supervising the daily operations of the SRWS and the Ocasek Natatorium. Also responsible for membership, guest pass, Pro shop sales and related fiscal policies and procedures. Responsible for hiring, training, evaluating and providing leadership to part-time and student workers. Some of the additional duties for this position include: Increasing and promoting membership sales, pro shop sales, and guest pass sales, generating required reports for Director and Associate Director when necessary, provide customer service and assist in resolving patron issues, responsible for hiring, training & evaluating building supervisors, assisting with inspections of the SRWS and other facilities in the department, enforcing and reviewing Risk Management related policies and procedures, supervising special events hosted in the facility and other facilities in the department and other duties as assigned.

QUALIFICATIONS: Candidates for this career opportunity are required to have a Bachelor's Degree in Sports Management Recreation or related field and a minimum of 2 years experience in campus recreation in a college facility environment. Must be able to work a flexible schedule including nights and weekends. Other requirements for the position include strong computer skills in programs such as Microsoft Suite & CSI-Spectrum Management System or similar software experience. Experience in a leadership role, strong oral and written communication skills, experience managing large events and current CPR/AED and First Aid certification.

Preferred qualifications for this position include a Master's Degree in Sports Administration, accounting experience, American Red Cross/CPR /First Aid instructor Certification, Pool Operation Certification, Management Systems experience with swim meets.

SUBMIT MATERIALS: Submit a cover letter, a resume, and three professional references in Word or PDF format to: ede2@uakron.edu.

TITLE: Director, Medina County University Center

Temp

DEPT NAME: Medina County University Center

POS: 005504

SALARY:Competitive -

DUTIES: The Medina County University Center (MCUC) opened in January 2008. The Director will build upon the successful opening and growing enrollment at MCUC concentrating on creating and expanding business and operational systems, partnership arrangements and revenue share agreements, recruitment and marketing strategies, customer relationship management, and strong community relations. Activities include business and industry engagement, establishment of recruitment pathways, and innovative curriculum development. The ideal candidate is an energetic and innovative leader with a track record of creating and sustaining partnerships especially within education and industry.

QUALIFICATIONS: Masters degree in Business, education, or related field and five years of experience in a leadership role, budget and project management required. Strong supervision skills and knowledge of Ohio's workforce development system is required. Director is responsible for nine staff plus development and fostering of relationships with UA faculty.

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

SUBMIT MATERIALS: Submit cover letter and resume to Chair of Search Committee, Holly Harris Bane, Office of the Senior Vice President and Provost, Büchtel Hall 102, The University of Akron, Akron, OH 44325-4703. Electronic submission preferred at: harrisb@uakron.edu.

TITLE: Coordinator, Student Employment

Temp

DEPT NAME: Student Financial Aid

POS: 005018

SALARY:Competitive -

END: 06/10/2009

DUTIES: General responsibilities include but are not limited to: developing and implementing a strategic plan for student employment on and off campus that is focused on student experiential learning and compliments their career interests and academic pursuits; building a learning centered campus culture to ensure that student employee experiences contribute to career development and goals; producing training manuals for departments related to effective hiring and training of student employees and professionalism in the work environment; develop and monitor student employee evaluations and learning outcomes for the campus; building relationships with local employers and departments who are seeking students for part-time employment and increasing the number of students employed.

QUALIFICATIONS: A Masters degree in Higher Education, Student Services, Business/Human Resources or a related field of study, and a minimum of two years experience working in a higher education environment required. Strong oral and written communication, excellent organization, detail-oriented and record-keeping skills, experience in delivering excellent customer service to diverse groups of people, working knowledge of Word, Excel, Access, and Peoplesoft, the ability to search for and identify student candidates for various positions required.

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

SUBMIT MATERIALS: Submit a cover letter, resume and the names and contact information for three references to Joe Protopapa, Search Chair, Department of Residence Life & Housing, The University of Akron, Akron, Ohio 44325-1401 or email to studentemploymentsearch@uakron.edu.

TITLE: Assistant Director*Temp***DEPT NAME:** University Library Psychology Archives**POS:** 005566**SALARY:**Competitive -**END:** 06/30/2011.

DUTIES: In conjunction with the director, manage and supervise the daily operations of the Archives of the History of American Psychology. Work with archives staff to identify, implement and maintain best practices. Serve as a liaison and provide information to the history of psychology community and the public. Maintain donor relations and support ongoing development efforts.

QUALIFICATIONS: A Master's degree in history of psychology/human science required, PhD preferred. Demonstrated record of successful engagement with the history of psychology community required. Strong interpersonal, problem-solving and management skills required. Archival research experience and grant writing ability preferred.

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

SUBMIT MATERIALS: Submit a letter of interest, curriculum vita and names and contact information for three references to Assistant Director Search, Archives of History of American Psychology, Ms Cathy Herold, The University of Akron, Akron, OH 44325-4703 or email to: cherold@uakron.edu.

Instructions for Applicants

APPLICATION MATERIALS WILL ONLY BE ACCEPTED IN RESPONSE TO POSTED AND ADVERTISED JOB OPENINGS. PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH POSTING WITH THE JOB TITLE AND THE POSITION NUMBER (POS) LISTED. Employment Services does not accept application materials by fax. Application materials for staff openings can be found at www.uakron.edu/hr/EmployServs.php. Applicants must complete the Application for Staff Employment for each position they wish to be considered. All applications must clearly indicate how the minimum qualifications are met. Applications that do not, will not be given consideration.

Completed application materials must be received in Human Resources - Employment Services no later than 4:00 p.m. on the deadline date. The Office of Human Resources is located at 185 E. Mill Street. Visitors may park at metered parking located on South College Street. Applications may be submitted in person between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Application materials sent via U.S. mail will not be accepted if they are received after the posted deadline date. These postings reflect general job duties and are recruitment advertisements. They are not intended to contain a detailed description of a position.

The Employment Services unit in Human Resources has created a website that will enable applicants to check the status of each Staff position. The status of positions will be updated daily as required. The Status Sheet can be accessed at www.uakron.edu/hr/docs/eobstatus.pdf. The University will no longer mail individual letters to applicants at the conclusion of each Staff search. We appreciate your interest in employment with The University of Akron and encourage you to access our website for up-to-date information on each Staff search.

TITLE: Administrative Assistant**DEPT NAME:** CBA Dean's Office**POS:** 005562**SALARY:**\$12.23 - Hourly**GRADE:**116

DUTIES: Maintain highly confidential office records for 1000+ graduate students in four different graduate degree programs consisting of 14 different tracks and 6 certificate programs. Includes database entry activities and regular production of PeopleSoft reports. Coordinate and track all correspondence with student inquiries, applicants, current students and graduates. Coordinate logistics for on-site and off-site recruiting activities, orientation sessions and similar functions and support Director and Assistant Director in scheduling meetings, coordinating calendars. Maintain database of office forms, revise as necessary, update web site as needed, serve as liaison between office and university and outside stakeholders. Hire, train and supervise student assistant reception staff, fill in as needed, maintain inventory of office materials and equipment usage.

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

DEADLINE DATE: Apr 20, 2009

TITLE: Tutor Counselor, Academic Achievement Programs*Temp***DEPT NAME: ACADEMIC ACHIEVEMENT PROGRAMS****POS: 005480****SALARY:Competitive -****START:06/8/2008****END: 07/27/2009**

DUTIES: Upward Bound Classic is accepting applications for Tutor Counselors to work with high school students. The Tutor Counselor will monitor students to and from class, during lunch period and during recreational periods.

QUALIFICATIONS: One year of college required, with a minimum 2.5 gpa. Experience with low income/first generation students preferred.

COMMENTS: This is a part time temporary summer program that starts 6/8/09 and ends 7/27/09.

TITLE: Tutor/Counselor Senior, Academic Achievement Programs*Temp***DEPT NAME: ACADEMIC ACHIEVEMENT PROGRAMS****POS: 005482****SALARY:Competitive -****END: 07/27/2009**

DUTIES: Upward Bound Math Science and Upward Bound Classic are accepting applications for Tutor Counselor Sr. The Tutor Counselor Senior position is residential (living on campus) and will monitor students in the residence halls, on campus as well as on field trips.

QUALIFICATIONS: Requires a minimum of 32 postsecondary hours with a 2.5 minimum GPA. Experience with first generation/low income students preferred.

COMMENTS: This is a part time temporary summer program that starts 6/8/09 and ends 7/27/09.

TITLE: Instructor Sr., Academic Achievement Programs*Temp***DEPT NAME: ACADEMIC ACHIEVEMENT PROGRAMS****POS: 005479****SALARY:Competitive -****START:06/8/2009****END: 07/24/2009**

DUTIES: Upward Bound Math Science is accepting applications for a Polymer Science Instructor, Academic Coordinator and Foreign Language Instructor, Math Instructor and Science Instructor.

QUALIFICATIONS: A Bachelors degree and three years of teaching experience required. Experience with low income/first generation students is preferred.

COMMENTS: This is a part time temporary summer program that starts 6/8/09 and ends 7/24/09.

TITLE: Instructor, Academic Achievement Programs*Temp***DEPT NAME: ACADEMIC ACHIEVEMENT PROGRAMS****POS: 005481****SALARY:Competitive -****START:06/8/2009****END: 07/24/2009****DUTIES:** Upward Bound Math Science is accepting applications for a Polymer Science Instructor, Academic Coordinator and Foreign Language Instructor

Upward Bound Classic is accepting applications for Foreign Language Instructor, Math Instructor, Science Instructor, Martial Arts Instructor and Dance Instructor

QUALIFICATIONS: A Bachelors degree is required for academic class instructors. Experience with low income/first generation students is preferred.**COMMENTS:** This is a part time temporary summer program that starts 6/8/09 and ends 7/24/09.

TITLE: Research Technician*Temp***DEPT NAME: Biology****POS: 005545****SALARY:\$12.50 - Hourly****START:06/1/2009****END: 06/30/2010****DUTIES:** Manage daily activities of the laboratory, participate in research, animal care and order supplies. Oversee undergraduate researcher time.**QUALIFICATIONS:** Requires a bachelor's degree in biology, Chemistry or Psychology or other health related discipline and research experience (undergraduate research acceptable). Master's degree or higher in Biology, Chemistry, Psychology preferred. Previous experience running/managing a research lab, experience working with laboratory rodents, experience in animal care, neuroanatomy and neuroanatomical techniques 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: Apr 20, 2009

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: Apr 20, 2009

TITLE: Housekeeping Worker*Temp***DEPT NAME:** Residence Life & Housing Off**POS:** 005521**SALARY:**\$8.50 - Hourly**START:**04/27/2009**END:** 10/11/2009

DUTIES: Sweep, dustmop, shampoo, extract, vacuum, strip and refinish floors, clean entranceways, lobbies, hallways, elevators, tiled floors, lounges, kitchens, restrooms, stairways, landings, carpets, mats and any other floor surface in the residence hall system. Disinfect, clean and stock restrooms. Remove trash from restrooms, offices, kitchens, labs, public areas and entrances. Other duties as assigned.

QUALIFICATIONS: Requires a high school diploma/GED and valid driver's license. Experience and skill in operation of cleaning equipment and knowledge of safety practices required. May be required to work call-ins, emergencies, other schedules, holidays and/or weekends.

COMMENTS: Shift: 6:30 am - 2:00 pm. This is a part-time seasonal temporary position beginning in April and ending October 11, 2009. Selected applicants will be subject to a background check. This position is subject to the availability of funding and the employment needs of the University,
