

# 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>.

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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](mailto:tlukach@uakron.edu).

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**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

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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](mailto:asm17@uakron.edu).

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**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.

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**TITLE: Coordinator, CHAMPS Life Skills****DEPT NAME:** Athletics Office**POS:** 005469**SALARY:**Competitive -

**DUTIES:** Provide oversight of the NCAA CHAMPS/Life Skills program in the areas of career and personal development and community service. Establish and maintain relationship between the department and outside agencies for the purpose of developing community outreach opportunities for students. Establish and maintain relationship between department and various corporations for the purpose of creating future employment opportunities for student-athletes. Coordinate leadership development opportunities for student-athletes and supervise the Student-Athlete Advisory Council. Assist in the planning and coordination of academic recognition events.

**QUALIFICATIONS:** Bachelor's degree required. 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. Knowledge of NCAA and MAC rules and regulations preferred.

**SUBMIT MATERIALS:** Submit a letter of application, resume and list of three references to: Anne Jorgensen, Associate Athletic Director for Student Athlete Academic Services, JAR Arena, Room 175, The University of Akron, Akron, OH 44325-5201 or e-mail to [ajorgen@uakron.edu](mailto:ajorgen@uakron.edu).

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**TITLE: Director of Development, School of Law****DEPT NAME:** Department of Development**POS:** 005497**SALARY:**Competitive -

**DUTIES:** The Director of Development, School of Law, will have primary responsibility in overseeing a comprehensive campaign, generating major gifts from individuals, foundations, and corporations, including annual, planned, capital, and special gifts. This highly motivated individual will be responsible for the direction, creation, and management of the fund raising program for the School of Law. The University offers a challenging and successful fund raising environment using a team approach to development.

**QUALIFICATIONS:** A bachelor's degree and at least four years of successful experience managing, directing, and initiating fund raising and/or sales are required. A law degree is preferred, as is experience in higher education. The candidate must have excellent written, oral, and interpersonal skills. Domestic travel is required.

**SUBMIT MATERIALS:** Submit cover letter and resume to Search Committee Chair, Department of Development, The University of Akron, Akron, Ohio, 44325-2603. Electronic submissions are preferred at [vhemming@uakron.edu](mailto:vhemming@uakron.edu).

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**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](mailto: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](mailto:staceyjm@uakron.edu).

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Instructions for Applicants

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

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

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

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**TITLE: Master Electrician****DEPT NAME: Physical Facilities****POS: 005489****SALARY:\$17.34 - Hourly****GRADE:9**

**DUTIES:** Perform skilled electrical installations and repair work, maintain all electrical systems for the entire campus and buildings, including light fixtures, transformers, high voltage switches, circuits and related equipment. Perform preventive maintenance on electrical equipment and observe functioning of installed equipment or systems to detect any need for maintenance or adjustments, relocation, replacement or repair of electrical equipment and systems. Maintain high voltage equipment which includes racking out breakers at substations and opening oil switches and replacing fuses on medium voltage lines. Work in unusual working conditions, including overtime, call-ins, emergencies, and special events as needed. Complete daily job cards and required related documents, and perform other related duties as required. May be required to lead and supervise the work of Electricians and Assistant Electricians.

**QUALIFICATIONS:** Requires high school diploma or GED, three years performing work of an electrician and a valid Ohio drivers license. Ability to operate and use standard powered and non powered electrical equipment and ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions required. Work overtime, call-ins, emergencies, and special events as needed required and have the ability to bend, stoop, crawl, climb, lift 75 pounds and periodically work in difficult or awkward positions. Prior supervisory experience, knowledge of the National Electric Codes and completed Journeyman Level Training Program preferred.

**COMMENTS:** Primary shift will be Saturday - Wednesday, 11:00 p.m.-7:30 a.m.

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**DEADLINE DATE: Apr 6, 2009**

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**TITLE: Coordinator, University Scholarship Programs****DEPT NAME:** Student Financial Aid**POS:** 005405**SALARY:**\$14.51 - Hourly**GRADE:**118

**DUTIES:** Determine recipients for University endowed scholarships administered by the Office of Student Financial Aid based on grade level, major and other criteria. Monitor scholarship account funding levels to insure against overspending. Review academic performance of scholarship recipients for yearly renewal of scholarships. Act as liaison with colleges and department donors in the awarding of scholarships. Communicate with students, families, University Development and colleges/departments related to scholarship offerings and respond to questions related to federal and state student aid programs.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and two years experience in student financial aid, student financial services or other area related to education financing. Working knowledge of state and federal financial aid regulations and university policies and procedures required. Strong computer skills to include word processing, spreadsheets and database administration required. Strong problem-solving, research and communication skills required. Ability to advise students and parents in areas of financial aid required. Ability to interact with people from diverse cultures and backgrounds. Ability to function in a fast paced, high volume work environment required. Experience using PeopleSoft Student Administration System preferred.

DEADLINE DATE: Apr 6, 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.

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**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.

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**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.

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**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.

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**DEADLINE DATE: Apr 20, 2009**

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**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: Office Assistant***Temp***DEPT NAME:** Parking Services**POS:** 004027**SALARY:**\$10.00 - Hourly**START:**07/1/2008**END:** 06/30/2009

**DUTIES:** Interact with students, faculty and staff providing information and resolving complaints. Cashiering duties, including but not limited to cash, credit cards and checks. Operate computer and other office equipment.

**QUALIFICATIONS:** Requires a high school diploma/GED and one year of secretarial experience. Basic computer skills including word processing, spreadsheet, database and internet capabilities required. Strong written/oral communication, organizational, problem-solving and customer service skills required.

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

**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,