

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

August 31, 2009

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TITLE: Ohio Research Scholar, Biobased Emergent Materials

DEPT NAME: Collaborative UA, OSU & UD

POS: 200020

DUTIES: The Ohio State University's (OSU) College of Food, Agricultural, and Environmental Sciences, Ohio Agricultural Research and Development Center (OARDC) invites applications from outstanding scientists and engineers who have established programs of preeminence for an endowed chair in Biobased Emergent Materials. The successful candidate will focus on biological, chemical, and/or physical processes to create novel polymeric systems applied to biobased materials development. This Ohio Research Scholar position is one of several newly created endowed chairs that are part of a multi-university, statewide initiative formed to create a research cluster of excellence in technology-enabling and emergent materials. The cluster is a cross-disciplinary collaboration between The Ohio State University, University of Dayton, and the University of Akron (UA) together with coordinated industrial support. For more information on this and related position please visit: <http://orsp.osu.edu>.

Based on the OSU/OARDC Wooster campus, the successful candidate will collaborate with all facets of the emergent materials research cluster programs associated with OSU and other Ohio universities. He/She will hold a joint appointment in the Department of Horticultural and Crop Science and the Department of Food, Agricultural and Biological Engineering with the potential for an adjunct appointment with UA's College of Polymer Science and Polymer Engineering. This collaboration will link OSU and UA to create innovative and novel materials and processes, and to train a new generation of scientists and engineers for the emerging global biobased economy.

QUALIFICATIONS: For complete details and qualifications on this position, visit: <http://orsp.osu.edu>.

COMMENTS: This cluster is a cross-disciplinary collaboration between The Ohio State University, The University of Dayton, and the University of Akron (UA) together with coordinated industrial support.

Review of application material will begin August 15, 2009 and continue until the position is filled.

SUBMIT MATERIALS: Submit a cover letter, statement of interests and future directions, full curriculum vitae, and names of three references electronically to koshar.3@osu.edu, or by mail
F. William Ravlin, Associate Director
The Ohio Agricultural Research and Development Center
The Ohio State University, Ph: 330-263-3705

TITLE: Part Time Faculty

Temp

DEPT NAME: Allied Health Technology

POS: 100056

SALARY:Competitive -

DUTIES: The University of Akron's Allied Health Department seeks part-time faculty to teach a variety of respiratory therapy courses beginning Spring, 2010. (Potential classes: RT pharmacology, basic RT procedures classes, and others.

QUALIFICATIONS: A relevant Masters degree or higher, RRT credential, teaching experience and excellent teaching evaluations required.

SUBMIT MATERIALS: Submit resume indicating education and relevant teaching experience to Department Chair, Allied Health, The University of Akron, Akron, OH 44325-3702, or email to rs@uakron.edu.

TITLE: Part Time Faculty*Temp***DEPT NAME:** Allied Health Technology**POS:** 100057**SALARY:**Competitive -

DUTIES: The University of Akron's Allied Health Department seeks part-time faculty to teach Anatomy & Physiology for Allied Health (no lab sections).

QUALIFICATIONS: The minimum criteria for teaching the introductory level A&P course are a Masters degree in one of the biological sciences. A professional degree (M.S.N., M.D., D.O., D.C. D.V.M., or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements. Instructors must be prepared to integrate introductory level chemistry and biochemistry not only with anatomy and physiology, but with a variety of other relevant topics in biology, including cytology, cell physiology, histology, organology, microbiology, immunology, embryology, and nutrition.

SUBMIT MATERIALS: Submit resume indicating education and relevant credit hours to Department Chair, Allied Health, The University of Akron, Akron, OH 44325-3702, or email to rs@uakron.edu.

TITLE: Part Time Faculty*Temp***DEPT NAME:** Business Technology**POS:** 100055**SALARY:**Competitive -

DUTIES: The University of Akron's Business Technology Department seeks to add to its pool of part-time faculty in the Business Management Technology program area. Applicants are needed for courses in financial, managerial, tax, and computerized accounting.

QUALIFICATIONS: Relevant Master's degree required.

SUBMIT MATERIALS: Submit resume indicating education and area of specialization to Department Chair, Business Technology, The University of Akron, Akron, OH 44325-6002 or electronically to gilpatric@uakron.edu.

TITLE: Assistant Director of Development & Events**DEPT NAME:** Arts & Sciences Dean's Office**POS:** 005378**SALARY:**Competitive -

DUTIES: Manage, plan promote implement the coordination of special projects/events for the Buchtel College of Arts and Sciences, including an annual fundraising event and cultivation, development of informational and promotional materials for the College and solicitation of private financial support from individuals, foundations, corporations and special programs. Assist the Dean of the College in the following ways: Conceive, plan, manage and coordinate special projects/events for the college, including some smaller department events and an annual college event, and provide detailed planning, maintain and assume responsibility for budget. Oversee production and distribution of promotional and informational materials. Provide direction and supervision to employees as necessary in the planning/execution of special project/event. Act as liaison between various individuals/groups and as host/hostess for special events of the college and act as liaison between visiting speakers and the Dean. Maintain a relationship with representatives of the College's/University's Centers, Schools and Colleges to ensure that protocol is followed during special events.

QUALIFICATIONS: A relevant Bachelor's degree and two years experience of special events and public relations, and at least one year of fund raising experience required. Demonstrated experience in budget management related to special events/public relations required. Strong communication skills and the ability to work well independently with minimal supervision and follow directives as communicated by Dean and Director of Development required. Ability to be detail-oriented in performing tasks and following through on all assignments required. Ability to communicate effectively orally and in writing and to work cooperatively with colleagues and supervisory staffs at all levels required. Advanced skills in MS Word, Excel, PowerPoint, Publisher, and website design preferred.

SUBMIT MATERIALS: Submit cover letter and resume to Search Committee Chair, Buchtel College of Arts & Sciences, The University of Akron, Akron, OH 44325-1901. Electronic submission preferred at: vhemminge@uakron.edu.

TITLE: Coordinator of the Learning Resources Center**DEPT NAME:** Nursing - Instruction**POS:** 005724**SALARY:**Competitive -

DUTIES: Coordinate and supervise Learning Resources Center (LRC) staff and student assistants. Coordinate training and provide education for faculty and students in the effective use of equipment and technology. Oversee the maintenance of resources to support teaching and learning in the LRC. Provide direction and support of faculty for simulation scenario development within the curriculum. Assist the director in the development of goals and plans to support innovative and effective use of technology in advancing education initiatives. Communicate with faculty and students to advance nursing and interprofessional health education through technology. Assist the director in managing the budget and seek funding. Assist the director in evaluating staff and LRC activity. Identify opportunities for research in teaching and learning related to simulation and related technologies.

QUALIFICATIONS: Registered nurse, licensed in Ohio, with a Master's degree in Nursing or in a related field of education and technology required. Experience in simulation education with undergraduate/graduate students and/or professionals and experience with curriculum in the areas of simulation and related pedagogies required. Management experience with supervisory skills and excellent oral and written communication skills required.

COMMENTS: Review of application material will begin on September 1, 2009 and continue until the position is filled.

SUBMIT MATERIALS: Submit a statement of interest, resume and the names and contact information of three professional references to Martha A. Conrad, Director Search Committee, Office of the Dean, College of Nursing, The University of Akron, Akron, OH 44325-3701. Electronic submission accepted at mconrad@uakron.edu.

TITLE: Associate Director, Office Accessibility**DEPT NAME:** Office of Accessibility**POS:** 005701**SALARY:**Competitive -

DUTIES: Assist the director in managing the Office, provide supervision of interns, graduate assistants, staff members, develop comprehensive educational outreach on disability-related issues to the campus and community. Develop, maintain and evaluate office policies and procedures, lead the Office's partnership in the development and implementation of the Basic Math II supported courses which assist at-risk students in completion of the University's math requirement. Maintain a caseload of college students with disabilities, assessing eligibility for services and design and coordinate academic accommodations and services based on documentation provided by appropriate professionals. Conduct regular assessment of services and learning outcomes, consult with other departments as necessary to implement accommodations and services, and serve as a member on University committees.

QUALIFICATIONS: Minimum of a Master's Degree in Rehabilitation Counseling, Psychology, Higher Education Administration, Special Education or related field is required. Minimum two years of experience in higher education with emphasis specific to disability-related services is required. The successful candidate must demonstrate experience and formal training in disability services, including providing accommodations for students with disabilities and knowledge of federal and state disability legislation (the Rehabilitation Act of 1973 and the Americans with Disabilities Act). Administrative experience required, including supervision of professional staff. The ability to demonstrate strong written and communication skills, strong interpersonal skills and experience working with students of diverse educational, racial, ethnic and cultural backgrounds required.

COMMENTS: Review of application material will begin immediately and remain open until filled.

SUBMIT MATERIALS: Submit cover letter, resume and three professional references to Kristie Williams, Search Chair, Office of Accessibility, The University of Akron, Akron, OH 44325-6513 or electronically to kmw46@uakron.edu.

TITLE: Coordinator, Residence Life**DEPT NAME:** Residence Life & Housing Office**POS:** 005740

DUTIES: The Residence Life Coordinator (RLC) is a live-in member of the residence hall professional staff and is responsible for the management of academic-based learning communities that link classroom learning with on-campus living through faculty involvement, advising and academic support. In addition, the RLC oversees all of the aspects regarding the establishment and sustainability of residential learning communities including assessment of student learning and program impacts on retention and graduation.

QUALIFICATIONS: A Master's degree in Student Affairs, Higher Education, Counseling or related field completed by August 2009 required. At least one year as live-in residence hall management and experience in the development of living learning communities, previous live-in experience and supervision of students, and successful completion of a background check required. Preferred Qualifications: Two years of graduate student services experience; experience with Living Learning Communities or Themed Housing; participation in Hall Government/Activities; leadership in professional organizations.

SUBMIT MATERIALS: Submit a cover letter, resume, and three professional references with contact info to: Stephen Pagios, Residence Life Coordinator – Co-Curricular Programs & Activities, The Department of Residence Life and Housing, Akron, OH 44325-1401. Electronic submission accepted at: reslife@uakron.edu.

TITLE: Research Manager-Suarez Labs*Temp***DEPT NAME:** Summit College Dean's Office - Suarez Applied Marketing Research**POS:** 005759**SALARY:**Competitive -

DUTIES: The Suarez Applied Marketing Research Laboratories is seeking qualified candidates for the position of Research Manager. The Research Manager supervises the day-to-day research operations of the Suarez Laboratories located on the University of Akron campus. Core duties include evaluating, developing and managing research components including study preparation, data collection, and technical procedures.

QUALIFICATIONS: A Bachelor's degree in research-oriented fields of study and a minimum of five years experience in experimental research, cognitive research and/or psycho-physiological and/or behavioral data collection systems. Evidence of success in contract solicitation, program development, grant acquisition, and other revenue enhancement endeavors is highly desired. Additional education and training is also valued.

COMMENTS: Review of application material will start immediately and continue until the position is filled.

SUBMIT MATERIALS: Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Research Manager-Suarez Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at ldale@uakron.edu. If sending electronically, in subject please enter: Research Manager-Suarez Search

TITLE: Manager, Call Center*Temp***DEPT NAME:** Summit College Dean's Office - Taylor Institute**POS:** 005758**SALARY:**Competitive -

DUTIES: The Call Center Manager position is for the InfoCision Call Center located in the Taylor Institute for Direct Marketing. The Call Center Manager is the chief operating official responsible for managing the day-to-day operations of the InfoCision Call Center. This position is responsible for client acquisition and retention, project and personnel management, technology and database management, as well as the marketing and financial functions of the call center.

QUALIFICATIONS: A Baccalaureate degree in a field that is consistent with the duties of this position and a minimum of five years experience in call center management and operations is required. Advanced degrees, continuing education experiences and professional development training are highly valued. Candidates must be able to demonstrate experiences in client acquisition and retention, call center technologies and operations, project management and general management.

SUBMIT MATERIALS: Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Manager, Call Center Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at ldale@uakron.edu. If sending electronically, in subject please enter: Manager, Call Center Search.

TITLE: Project Manager - Taylor Institute*Temp***DEPT NAME:** Summit College Dean's Office - Taylor Institute**POS:** 005754**SALARY:**Competitive -

DUTIES: The Project Manager for Taylor Institute for Direct Marketing is the chief operating official responsible for managing a wide variety of projects relative to the day-to-day operations of the Taylor Institute. This position is responsible for such professional revenue-producing services as consulting, training, research, programming, and grant writing. Administration of a wide variety of general business management tasks, various programs, events, strategic initiatives, academic endeavors, and professional involvement of the institute.

QUALIFICATIONS: A Master's degree in marketing or a closely aligned field of study and at least five years of experience in positions that are consistent with the above duties required. Continuing education and professional training are equally valued. The candidate must be able to demonstrate considerable experience in finding and acquiring business clients. Project and event management experience is expected. Each candidate must also demonstrate reasonable good marketing and business research experience.

Evidence of success in contract solicitation, program development, revenue enhancement, grant/contract acquisition and management will be viewed in positive terms. The Project Manager needs strong organizational skills, research competences, business development insights, and program development capabilities. Effective people skills, knack for relationship building, reasonable technology competences, flair for project and event management, knowledge of event planning, and effective selling aptitudes.

SUBMIT MATERIALS: Submit a cover letter, resume and a list of references to Dr. Dale Lewison, Director, Taylor Institute for Direct Marketing, Project Manager-Taylor Institute Search, The University of Akron, Polsky #563B, Akron, OH 44325-4804. Electronic submission preferred at ldale@uakron.edu. If sending electronically, in subject please enter: Project Manager-Taylor Institute Search

TITLE: Assistant Director

Temp

DEPT NAME: UA Adult Focus

POS: 005638

SALARY:Competitive -

DUTIES: The Assistant Director of UA Adult Focus is responsible for adult/nontraditional pre-admission and academic advising. This individual will participate in and on various committees related to adult/nontraditional concerns; develop and present workshops and seminars for the University community as well as its students pertaining to adult/nontraditional issues; assist in the instruction of academic support classes for adult/nontraditional students; and research and develop grant opportunities.

QUALIFICATIONS: A Bachelor's degree is required with a minimum of four to six years experience working with adult/nontraditional students in a higher educational setting. A minimum of one-year teaching and tutoring experience with an academic advising background is required. The candidate must have strong presentation skills and solid writing ability. This innovative person will possess the ability to relate with all adult/nontraditional students and the University community.

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

SUBMIT MATERIALS: Submit cover letter and resume to Search Committee, UA Adult Focus, The University of Akron, Schrank Hall North 260, Akron, OH 44325-4110. Electronic submission preferred at adultfocus@uakron.edu.

TITLE: Head Women's Basketball Coach

Temp

DEPT NAME: Wayne College

POS: 005734

SALARY:Competitive -

DUTIES: Responsible for recruiting, coaching, and administering women's basketball team. Finalize the season schedule, conduct practices, arrange practice schedule, coach games, arrange for officials, score keepers and announcers. Fulfill all other normal coaching responsibilities. Arrange and travel with the team to away games.

QUALIFICATIONS: A relevant Bachelor's degree and two seasons completed experience as a Head Coach or as an Assistant Coach required. Familiarity with college coaching responsibilities and regulations preferred. Familiarity with Wayne College and Ohio Regional Campus Conference preferred.

COMMENTS: This is a temporary part-time position working October through February end each year, and may be renewable for up to three years.

This position is located at The University of Akron Wayne College campus in Orrville, Ohio.

SUBMIT MATERIALS: Submit resume to Ms. Angie Boothe, The University of Akron Wayne College, 1901 Smucker Rd, Orrville OH 44667 or email to aboote@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: Safety Officer (Open to current University employees only)**DEPT NAME:** Physical Facilities**POS:** 005560**SALARY:**\$1389.60 - Biweekly**GRADE:**120

DUTIES: Perform frequent inspections of work sites, equipment, and assignments of Physical Facilities (PFOC) employees. Make recommendations to employees and supervisors concerning safety hazards and necessary improvements. Identify areas of potential exposure to asbestos and enforce lock-out tag-out procedures in compliance with OSHA, local, state and federal safety regulations. Provide new employee safety training and orientation to meet regulatory requirements. Issue uniforms and provide safety shoes and safety glasses. Maintain knowledge of federal, state and local safety regulations through research, seminars and training. Perform investigations on all recorded PFOC accidents and make recommendations to prevent recurrences. Organize and conduct meetings with safety committee, write reports, compile records, and maintain files.

QUALIFICATIONS: Requires a relevant Bachelor's degree and two years experience applying and training employees in safety regulations. Strong communication skills as well as a working knowledge of general building trades and custodial work required. Asbestos Hazard Evaluation and OSHA #501 Authorized Trainer Certifications required. Sound judgment and problem-solving skills required.

DEADLINE DATE: Sep 8, 2009

TITLE: Tutor, Academic Achievement Programs*Temp***DEPT NAME:** Academic Achievement Programs**POS:** 005287**SALARY:**\$15.00 - Hourly**END:** 12/31/2009

DUTIES: Tutor middle and high school students. Assist students with homework.

QUALIFICATIONS: Requires a relevant Bachelors degree. One to five years classroom experience and experience with diverse student population preferred.

COMMENTS: Work hours are 4:00 pm to 6:00 pm Tuesday and Thursday.

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

TITLE: Office Assistant*Temp***DEPT NAME:** Academic Advisement Center**POS:** 005775**SALARY:** \$10.43 - Hourly**END:** 12/31/2009

DUTIES: Serve as receptionist. Answer phone calls and direct questions to appropriate person/department. Schedule appointments using computer applications. Respond to inquiries and provide requested information. Maintain and update filing systems by reviewing and verifying information using electronic or paper reports.

QUALIFICATIONS: Requires a high school diploma or GED and one year experience in performing general office procedures. Strong typing and computer skills including word processing, spreadsheet, and database capabilities required. Good communication skills, organizational skills and attention to detail required.

COMMENTS: Some evenings may be required. This is a part-time temporary position and is subject to the availability of funding and the employment needs of the University.

DEADLINE DATE: Sep 8, 2009

TITLE: Office Assistant*Temp***DEPT NAME:** Business Technology-Wayne**POS:** 004020**SALARY:** \$7.30 - \$10.00 Hourly**END:** 12/31/2009

DUTIES: Under direct supervision, provide general clerical support to an administrative or academic unit.

QUALIFICATIONS: Requires a high school diploma or GED and one year experience in performing general office procedures. Strong typing and computer skills including word processing, spreadsheet, and database capabilities required. Good communication skills, organizational skills and attention to detail required.

COMMENTS: Some evenings may be required. This position is at the Wayne College campus located in Orrville, Ohio. This is a part-time temporary position and is subject to the availability of funding and the employment needs of the University.