

# 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.

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

February 21, 2011

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**TITLE: Assistant Professor**

**DEPT NAME:** Curricular & Instructional Studies

**POS:** 006409

**SALARY:**Competitive -

**DUTIES:** This position is concentrated on science education with a focus on collaboration within the University and with school partnerships. Persons with interest in middle level science education, response to intervention and urban education are encouraged to apply. Faculty responsibilities will focus on teaching graduate and undergraduate science education and other courses to a diverse student body within the Department of Curricular and Instructional Studies, building a strong Science education line of research, participating in and initiating school partnerships (e.g. National Inventors Hall of Fame STEM Middle School), providing collaborative service, engaging in outreach and leadership within the University and with local, state and national STEM professional organizations, and directing doctoral studies. The successful candidate will also be responsible for seeking national, state, and/or corporate external funding for research and teacher education initiatives and programs. This is a full-time, tenure-track position beginning Fall, 2011 (August).

**QUALIFICATIONS:** Successful candidates with a doctoral degree or ABD (Doctorate in hand before start of August 2011) in curriculum and instruction (Science Education) or from a field closely related to science education will be considered. Also a successful candidate must be eligible for graduate faculty membership based on scholarly productivity.

**COMMENTS:** More information on the Department of Education available at:  
<http://www.uakron.edu/education/academic-programs/CIS/index.dot>.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter describing interest in the position and explanation of how the qualifications meet the program's needs, transcripts, curriculum vitae and names of three current references. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**DEADLINE DATE:** Open Until Filled

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**TITLE: Assistant/Associate Professor of Management - Business Analytics**

**DEPT NAME:** Management

**POS:** 006123

**SALARY:**Competitive -

**DUTIES:** Teach business analytics at the undergraduate and graduate levels. Nine credit hours of teaching per semester are expected, along with research leading to publications.

**QUALIFICATIONS:** A PhD or DBA in Information Systems, Statistical Analysis, or a related business discipline from an AACSB accredited or highly regarded university required. ABDs near completion of degree will be considered. Candidates must demonstrate a strong record of, or potential for, quality research and teaching, and be able to interact with students, faculty, and the business community. Applicants who have relevant "non-academic" work experience in the field of analytics or business intelligence will be given additional consideration.

**SUBMIT MATERIALS:** Complete the online application below attaching a current vitae with information on courses taught and a summary of teaching evaluations. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**DEADLINE DATE:** Open Until Filled

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**TITLE:** College Reading and Study Skills Instructors

*Temp*

**DEPT NAME:** Developmental Programs

**POS:** 220017

**SALARY:**Competitive -

**DUTIES:** Part-time instructors needed Fall semester (2011) for Developmental College Reading and Study Skills courses to teach strategies for reading comprehension, vocabulary and studying as well as academic success skills.

**QUALIFICATIONS:** Master's degree in education or related field is required. A strong commitment to teaching and learning is expected. Experience teaching adults strongly preferred.

**COMMENTS:** This is a part time temporary position.

**SUBMIT MATERIALS:** Complete the Part time Faculty Application and Acceptance Agreement (PTFAAA):<http://www.uakron.edu/hr/docs/ptfaaa.docx>. After completing, save document then attach to email along with a curriculum vitae or resume and official transcripts for all conferred degrees by email to: [sbixler@uakron.edu](mailto:sbixler@uakron.edu).

**DEADLINE DATE:** Open Until Filled

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**TITLE: Academic Adviser II****DEPT NAME:** CBA Undergraduate Studies**POS:** 006502**SALARY:**Competitive -

**DUTIES:** Provide one-on-one and group advising to students regarding academic, career, and other related matters. Build relationships with students while evaluating academic performance and career satisfaction while increasing student awareness of educational resources. Serve as a liaison between the college and its outside stakeholders in assisting students in their internship/career planning efforts. Establish and maintain contact with students to monitor academic progress and assist students with internship/career related matters. Assist with the implementation & growth of internship and extracurricular activities for the College. Facilitate the co-curricular tracking process for students to ensure student success and retention. Act as a liaison between students and various academic and non-academic units. Assist with New Student Orientation sessions. Participate in on and off campus student recruitment/engagement events during day, evening and possible weekend hours, and occasional off-campus travel. Assist the Director of Undergraduate Programs in business, as required.

**QUALIFICATIONS:** A Master's degree in education, counseling, business administration or other relevant field required. A solid foundation of student development theory, 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. The ability to travel for recruiting purposes, and be available for some evening and possible weekend hours required. Two years experience in academic advising and counseling in post secondary/higher education preferred.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter, resume/curriculum vitae, and names and contact information of three professional references. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**DEADLINE DATE:** Mar 4, 2011**TITLE: Coordinator, Residence Life (Residence Education)****DEPT NAME:** Residence Life & Housing**POS:** 006347**SALARY:**Competitive -

**DUTIES:** The Coordinator is a live-in member of the residence hall professional staff with significant responsibilities in training, selection, programming, crisis response, conflict mediation, academic enrichment, faculty involvement, and first-year experience. In addition, the individual in this position manages an individual residence hall or complex, supervises resident assistants, a senior resident assistant, a desk manager, and in some cases a graduate residence director or assistant hall director. This individual advises hall government, coordinates hall programming, and serves in an on-call rotation that provides safety and security to students as well as crisis response. Compensation includes a furnished apartment, meal plan for employee (food service available only when facility is in operation), and all full-time employee benefits (health & dental insurance, retirement program, etc). Anticipated start date is July 1, 2011(negotiable).

**QUALIFICATIONS:** A Master's degree in student affairs, higher education, counseling, MBA or related field and at least one year of prior residence hall supervision & supervision of Resident Assistants required. The ability to reside in a residence hall, previous live-in experience and successful completion of a background check required. Preferred Qualifications: experience with adjudicating incidents within the residence halls or complex, participation in Hall Government/Activities, residence hall programming experience, on-call and crisis response experience, and leadership in professional organizations.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter, resume, and three professional references with contact information. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**DEADLINE DATE:** Open Until Filled

**TITLE:** Associate Director, Office of University Scheduling

**DEPT NAME:** Student Life

**POS:** 006521

**SALARY:**Competitive -

**DUTIES:** The Associate Director for the Office of University Scheduling is responsible for day-to-day systems administration, system account management, maintenance, and user support of the Office of University Scheduling system Series25 at The University of Akron. This mission critical role is primarily responsible for ensuring efficient operations of the Office of University Scheduling by serving the needs of Colleges, Departments, and their staff, faculty, and students, as well as the University community at large. Characteristic duties and responsibilities of the Associate Director for the Office of University Scheduling will include daily management of tasks associated with the scheduling and registration administration of Series25, create and support the development of standard and ad-hoc reports, manage client's expectations, understand client's point of view & needs, promote a win/win attitude with the client, follow up and follow through on commitments responsibly, and assist the University scheduling staff with scheduling tasks as required. Assist the Director with special projects and perform other duties as assigned.

**System Focus Duties:** create, manage, and enforce scheduling standards, policies, and procedures, set and modify Series25 environment settings to match institutional policies, oversee the creation and/or management (edit settings) of user accounts, space, resources, evaluate capabilities, needs, & requirements, and exercise wide latitude in determining alternatives/solutions. Manage and coordinate system maintenance updates, and security updates. Manage the quality assurance process to ensure the accuracy and integrity of all information and data residing in Series25, monitor usage and performance of Series25, collaborate with System Administrators to ensure system operational efficiency, act as one of the liaisons between the Office of University Scheduling and the community of users to ensure effective and efficient management and utilization of University space and resources. Create and maintain technical documentation, provide quality assurance checks during and after software upgrades or during power interruptions, ensure that the proper support is in place for users of Series25, including but not limited to: troubleshooting technical problems and scheduling events. Coordinate business unit efforts, answering technical questions with regard to the use of multiple tools with Series25, and work with IT to manage integration and data transfer with other enterprise applications such as PeopleSoft. Work closely with vendors to meet or exceed expectations.

**QUALIFICATIONS:** A relevant Bachelor's degree, preferably in business management or other related fields and a minimum of three years experience supervising full-time staff, experience in project management and time management skills required. Excellent customer service skills and support oriented approaches to interaction, the ability to work effectively with all levels of administration, faculty, staff, students and third party vendors in a higher education setting required. Additionally, the successful candidate must have the ability to work flexible hours as required and be a well-organized, high-energy person. Experience in higher education and knowledge of People Soft V.9 (Student tools) preferred.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter and resume. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**DEADLINE DATE:** Open Until Filled

## Instructions for Staff Applicants:

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: Senior Database Administrator**

**DEPT NAME: Application Systems Services**

**POS: 005829**

**SALARY:Competitive -**

**GRADE:221**

**DUTIES:** Perform Oracle database functions which support the University of Akron PeopleSoft application and technology. Support daily and off-cycle activities, database object maintenance, proactive problem prevention and problem solution. Mentor other DBA's as needed.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and four years experience in application development, design and relational database design (Oracle DBA, Oracle Patching, Unix/Linux). Communication and customer service skills required. Problem solving skills and the ability to adapt to new technologies required. Preferred qualifications: A relevant bachelor's degree, four years experience as a senior level DBA with a major ERP, experience with large implementation or upgrade projects, experience performing high-level database functions within Peoplesoft, Oracle DBA Certification, PeopleSoft Oracle database administration including performance tuning of Peoplesoft instances, and SQL and training/mentoring experience.

**DEADLINE DATE: Open Until Filled**

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**TITLE: Coordinator Gift Processing-Open to current University employees only**

**DEPT NAME: Department of Development**

**POS: 006506**

**SALARY:\$13.31 - hourly**

**GRADE:117**

**DUTIES:** Responsible for all booking and depositing of all gifts and donations made to The University of Akron and the Foundation by recording gifts/donations to UA or the UA foundation into PeopleSoft, reconciling checks/entries against system, preparing/depositing checks, and providing Controller's office with back-up. Prepare and distribute reports related to gift processing, review and record pledges, record new account numbers in PeopleSoft and enter scholarship information into system. Process corrections /adjustments.

**QUALIFICATIONS:** Requires a high school diploma or GED and two years experience working with general accounting procedures and data entry. Strong communication skills, attention to detail, strong computer and problem solving skills, and the ability to move in a fast paced environment required. Supervisory skills and knowledge of PeopleSoft preferred.

DEADLINE DATE: Feb 28, 2011

**TITLE: Transcriber (Option A) OR CART (Option B)****DEPT NAME:** Office of Accessibility**POS:** 006422**SALARY:**Competitive -

**DUTIES:** The Transcriber/CART providers role is to facilitate communication between the Deaf/H of H students and others in the classroom setting. The transcriber will use equipment and software to transcribe material in realtime from lectures and discussion. this service is provided in a typed format that the student can access as it happens (real time) on the reader version of the software. The transcriber will be responsible for picking up (if applicable) and setting up the equipment, transcribing the lectures, editing the information, and sending a transcript of the class by email to the student. The assignments and hours vary each semester depending on the number of students and number of classes they are enrolled in. Applicants already trained in Typewell or CART providers with relevant certification will be given first priority. Paid training will be provided for eligible applicants through the Typewell training program. Training commitment for Typewell includes up to 70 hours of technical online training, an in person orientation training at The Office of Accessibility, and several hours of hands on practice in the classroom as determined by the Transcriber Coordinator.

**QUALIFICATIONS:** Requires a high school diploma or GED. Excellent listening skills and the ability to work with a diverse group of students with hearing loss required. Ability to operate a laptop/relevant equipment to provide real-time transcription service and utilize Microsoft word, the internet and emailing attachments required. Excellent communication skills and the ability to type at least 60 wpm net required.

**COMMENTS:** This is a part-time position. Successful completion of a typing/grammar/audio-listening test will be required before training is provided by Typewell.

DEADLINE DATE: Feb 28, 2011

**TITLE: Ticket Booth/Lot Monitor****DEPT NAME:** Parking Services**POS:** 006403**SALARY:**\$7.81 - hourly**GRADE:**110

**DUTIES:** Monitor all surface lots and decks, write tickets for parking violations, perform as a special event/visitor booth attendant by working specific lots/decks, collect monies due upon entry from customers, and reconcile all monies received. Provide directions and assistance to customers, sell one-day permits and maintain cleanliness of booth and surrounding area.

**QUALIFICATIONS:** Requires a high school diploma or GED, a valid drivers license, and six months experience in a customer service setting and the ability to operate a computerized cash register, hand held computerized ticket writer and two way radio. The ability to count money, make correct change, read, write, and accurately follow oral, written, and graphic instructions required. Good customer services skills and the ability to work independently required.

**COMMENTS:** This is a part-time position. The primary shift will be Mon-Thurs: 3-10pm and Fri: 3-6pm. May be required to work some early morning weekend hours.

DEADLINE DATE: Feb 28, 2011

**TITLE: Production Assistant - Costume***Temp***DEPT NAME:** Dance, Theatre & Arts Administration**POS:** 006519**SALARY:**\$8.84 - Hourly

**DUTIES:** Assist costume designer in all phases of costume construction. Perform basic sewing duties, clothing construction for completion of costume projects, and construct other accessories such as masks, puppets, etc as directed by the costume designer.

**QUALIFICATIONS:** Requires a High School diploma or GED and one year experience in performing basic sewing duties and costume, or clothing construction. Possess measurement abilities and knowledge of numerous sewing techniques required. Knowledge and experience operating domestic and industrial sewing machine(s). Knowledge of handiwork skills, ability to follow pattern guide sheets and measure/cut fabric skills and the ability to alter existing pieces required.

**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: Feb 28, 2011

**TITLE: Tutor, Wayne College***Temp***DEPT NAME:** Developmental Programs-Wayne College**POS:** 004021**SALARY:**\$14.50 - \$20.00 hourly

**DUTIES:** Areas where professional tutors are needed: business, accounting, science, MicroSoft Office suite, computer programming and writing.

**QUALIFICATIONS:** Professional tutor, baccalaureate degree or higher in the area to be tutored is required. Additional courses in education preferred.

**COMMENTS:** 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. Need to be available from 10 to 15 hours per week, including evenings and Saturdays, and/or weekdays.

DEADLINE DATE: Feb 21, 2011