

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 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.

Faculty

February 07, 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

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: sbxler@uakron.edu.

DEADLINE DATE: Open Until Filled

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. At least two years of experience in academic advising/counseling and 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.

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: 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

TITLE: Director, McNair Scholars Program

Temp

DEPT NAME: Graduate School

POS: 006516

SALARY: Competitive -

END: 09/30/2012

DUTIES: This is a student-centered administrator position to fill the role of Director for the TRiO McNair Program. The general scope of this position is to administer, manage, and ensure implementation of program activities to successfully achieve all the goals and objectives of the grant project. Duties/responsibilities: Administer and manage the McNair Scholars Program including grant budget to achieve project objectives. Responsible for knowledge of the legislative and regulatory requirements for the operation of federal TRiO programs. Advise and select students regarding the McNair Scholars Program to include identifying faculty research mentors, developing, implementing and monitoring program evaluation and student performance evaluation/assessment, provide academic and graduate student preparation counseling to McNair Scholars, and teach seminars for scholars. Program development-design, conduct and evaluate project components, write continuation applications and reports, and prepare statistical data for the U.S. Department of Education and the University of Akron. Supervise project employees and direct the CUGSR annual conference. This full-time position is funded through a U.S. Department of Education TRiO Ronald E. McNair Post-Baccalaureate Achievement grant. The program is funded through September 30, 2012 with expectation to be renewed for an additional five year cycle.

QUALIFICATIONS: A Ph.D./Doctorate degree required and at least two years (full time) experience in higher education and knowledge of federal TRiO programs regulatory and legislative requirements required. Experience managing grant funded programs including budgeting, experience serving low-income or underrepresented students and experience in student recruitment required. Strong organizational skills, demonstrated written and oral communication skills, and interest, ability and/or experience promoting cultural competency and diversity required.

DEADLINE DATE: Feb 18, 2011

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!

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: Feb 14, 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: Parking Maintenance Worker

DEPT NAME: Parking Services

POS: 005427

SALARY:\$11.50 - hourly

GRADE:112

DUTIES: Clean all surface lots and decks daily of litter and natural debris. Operate mechanical sweeper to clean lot and/or deck surfaces. Pressure wash enclosed stairwell walls and interior windows. Perform routine preventative maintenance as required. Prepare and paint various surfaces with appropriate equipment Report any unsafe conditions in surface lots and decks to manager and take corrective action as directed by supervisor.

QUALIFICATIONS: Requires a high school diploma or GED and one year experience in facilities and/or custodial maintenance. Experience in operation of power and hand tools and basic motor vehicle preventative maintenance required. Ability to follow directions from maintenance, and the ability to install signs and/or poles required. Fork lift and/or mechanical sweeper operation experience preferred. Physical exertion of Lifting/carrying 50-75 pounds, bending, stooping, crawling and climbing required.

DEADLINE DATE: Feb 14, 2011

TITLE: Master Building Services Worker

DEPT NAME: Physical Facilities

POS: 006413

SALARY:\$13.53 - hourly

GRADE:4

DUTIES: Perform unskilled general cleaning for the maintenance of building, classrooms, restrooms, and entrances. Sweep, mop, vacuum, strip and wax floors and disinfect. Clean glass, mirrors, chalkboards, walls, and building entrances and empty trash receptacles. Plan, direct and assign work for assigned staff. Inspect buildings and review quality of work performed by Assistant Building Services Workers and Building Services Workers. Train new employees, coordinate and plan special projects, record inventory and order supplies.

QUALIFICATIONS: Requires a high school diploma or GED, a valid drivers license and two years experience performing duties to provide care, cleaning and maintenance of buildings, furniture and fixtures. Ability to read, write and accurately follow oral and/or written instructions and the ability to lift up to 50 pounds and lift more weight by using equipment or another person required.

COMMENTS: Primary shift: Sunday-Thursday 10pm-6:30am, must be available to work holidays and/or weekends, call-ins, overtime, various shifts and emergencies as needed.

DEADLINE DATE: Feb 14, 2011

TITLE: Assistant Building Services Worker**DEPT NAME:** Physical Facilities**POS:** 006411**SALARY:** \$11.79 - hourly**GRADE:** 51

DUTIES: Responsible for cleaning buildings, classrooms, restrooms and entrances. Sweep, mop, disinfect and vacuum floors. Perform upholstery cleaning, dusting, steam cleaning and polishing. Strip and wax floors. Check supplies and stock supply closets. Clean and shampoo rugs and carpets. Clean, dust and wax furniture and fixtures. Clean glass, chalkboards and mirrors. Wash walls. Clean and empty trash receptacles.

QUALIFICATIONS: Requires a high school diploma/GED and a valid driver's license. Knowledge and experience in general cleaning, as in running vacuum, floor buffer and floor finisher required. The ability to read, write and accurately follow oral and/or written instructions, and the ability to lift up to 50 pounds and lift more weight by using equipment or another person required.

COMMENTS: Primary Shift: Sunday-Thursday 10:00pm-6:30am. May be required to work overtime, call-ins, emergencies and other schedules as required.

DEADLINE DATE: Feb 14, 2011

TITLE: Lead Team Coordinator**DEPT NAME:** Dining Services**POS:** 006501**SALARY:** \$10.50 - hourly

DUTIES: Assist in the management of Starbucks. Oversee daily operations of Starbucks including inventory control, merchandising, general and budget management, purchasing, receiving, and customer service relations. Train new employees and responsible for staff management. Act as liaison with the University and Starbucks management.

QUALIFICATIONS: Requires a high school diploma or GED and two years retail sales experience including one year of supervisory experience. Strong customer service skills, math skills, and computer skills required for performing inventory, accounting, and cashiering functions. Considerable physical exertion (i.e. bending, stooping, climbing, lifting 50-75 lbs) and availability to work early morning, evening and weekend hours required. Four years retail sales experience including a minimum of two years retail supervision/business training and Barista certification preferred.

DEADLINE DATE: Feb 7, 2011