

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 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.

Faculty

March 07, 2011

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TITLE: Assistant/Associate Professor (Financial Reporting)

DEPT NAME: Accountancy

POS: 006563

SALARY:Competitive -

DUTIES: Primary duties include teaching sophomore, junior, senior, and graduate courses. Engage in research and scholarship activities in the accounting and taxation discipline that lead to publications in refereed journals, refereed presentations, and other types of intellectual contributions. Service to the School of Accountancy, the College of Business Administration, the University, and the professional community. Active participation in the School's outreach activities is required. Teaching areas shall include financial reporting at the sophomore, junior, senior and graduate levels.

QUALIFICATIONS: A Ph.D. in accounting from an AACSB accredited institution or equivalent required. All applicants must be academically qualified under AACSB standards and must demonstrate a commitment to teaching excellence and to publishing high quality research in peer reviewed journals. Applicants must also demonstrate ability and commitment to contribute to the School's mission through service to the School, College, University, the profession and the discipline. Preference shall be given to individuals with teaching and research interests in financial reporting and a related area. Professional certification is highly desirable. Also desirable are professional experience and ability to work closely with the professional accounting/tax community.

SUBMIT MATERIALS: Complete the online application below attaching a cover letter, 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: Open Until Filled

TITLE: Assistant/Associate Professor (Taxation)

DEPT NAME: Accountancy

POS: 006562

SALARY:Competitive -

DUTIES: Serve in the School of Accountancy. Primary duties will include teaching sophomore, junior, senior, and graduate courses in taxation. Engage in research and scholarship activities in the accounting and taxation discipline that lead to publications in refereed journals, refereed presentations, and other types of intellectual contributions. Service to the School of Accountancy, the College of Business Administration, the University, and the professional community. Active participation in the School's outreach activities is required. Teaching areas shall include taxation and accounting at the sophomore, junior, senior and graduate levels.

QUALIFICATIONS: A Ph.D. in accounting from an AACSB accredited institution or equivalent required. Additionally, candidates with LLM (Tax) or equivalent and recent publications in peer reviewed journals will be considered. All applicants must be academically qualified under AACSB standards and must demonstrate a commitment to teaching excellence and to publishing high quality research in peer reviewed journals. Applicants must also demonstrate ability and commitment to contribute to the School's mission through service to the School, College, University, the profession, and the discipline. Preference shall be given to individuals with teaching and research interests in taxation and a related area. Professional certification in accounting is highly desirable. Also desirable are professional experience and ability to work closely with the professional accounting/tax community.

SUBMIT MATERIALS: Complete the online application below attaching a cover letter, 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: Open Until Filled

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**TITLE: Assistant/Associate Professor****DEPT NAME:** Management**POS:** 005974**SALARY:**Competitive -

DUTIES: Faculty position in Supply Chain Management. Twenty-four credit teaching load with six credit release for research and publication. Performance levels designed to lead to excellence in areas of teaching, research and service.

QUALIFICATIONS: A Ph.D. in Supply Chain Management, or a related business discipline from an AACSB accredited or highly regarded university required. ABDs near completion 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 will be given additional consideration.

SUBMIT MATERIALS: Complete the online application below attaching a curriculum vitae, and summary of teaching evaluations, and three letters of recommendation. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

DEADLINE DATE: Open Until Filled**TITLE: Part-Time Basic Writing Instructors***Temp***DEPT NAME:** Developmental programs**POS:** 220018**SALARY:**Competitive -

DUTIES: Part-time instructors needed Fall 2011 semester for Developmental/Basic Writing to teach intensive review of essay writing, writing process, and sentence structure.

QUALIFICATIONS: Experience teaching English and a Master's degree in English or closely related field are required. A strong commitment to teaching and learning is expected.

SUBMIT MATERIALS: Complete the Part time Faculty Application and Acceptance Agreement (PTFAAA): www.uakron.edu/hr/docs/ptfaaa.docx. After completing, save document then attach to email along with a cover letter, curriculum vitae, official transcripts for all conferred degrees, and contact information for three references by email to: mckeil@uakron.edu.

DEADLINE DATE: Aug 1, 2011

TITLE: Part-Time Faculty Positions

Temp

DEPT NAME: English-Creative Writing, Wayne College

POS: 100057

DUTIES: Course instruction (planning, implementation, evaluation and assessment). Office hours, attendance at part-time faculty orientation, instructional evaluation and development, and compliance with other University policies and practices.

QUALIFICATIONS: Master's degree in English or related field required. Experience teaching high school or college English and familiarity with writing process required. Additional certification in composition and rhetoric highly desirable. Day and evening classes available.

SUBMIT MATERIALS: Complete the Part time Faculty Application and Acceptance Agreement (PTFAAA): 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: aboothe@uakron.edu

DEADLINE DATE: Open Until Filled

TITLE: Director, Development

DEPT NAME: Education Dean's Office

POS: 006553

SALARY:Competitive -

DUTIES: The Director of Development will have primary responsibility in generating major gifts from individuals, foundations and corporations, including annual, planned, capital, and special gifts. Participate in monthly tracking sessions, manage call reports through the department and participate in monthly strategy and college-centered team meetings. The University offers a challenging and successful fund raising environment using a team approach to development.

QUALIFICATIONS: A relevant Bachelor's degree and at least four years successful experience in fund raising required (four years of sales experience in education related fields may be considered). Strong writing and verbal communication skills, and sales skills, along with the ability to work with internal and external constituents required. Strong organization skills and the ability to handle confidential materials required. Travel is required. Higher education experience and general knowledge of tax laws related to giving and planned giving preferred.

DEADLINE DATE: Open Until Filled

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.

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: Open Until Filled

TITLE: Administrative Assistant Senior**DEPT NAME:** Department of Development**POS:** 006543**SALARY:**\$14.51 - hourly**GRADE:**118

DUTIES: Responsible for ensuring accurate minutes of meetings are taken, transcribed, and recorded. Prepare correspondence and proposals with tables and charts, confidential correspondence, rough drafts, and oral instruction. Write and ensure accuracy on correspondence, proposal, reports, and meeting minutes. Conduct and research databases for information to assist in the development of various programs. Arrange meeting for special events and assist with agenda and meeting preparation. Maintain calendars and serve as liaison with University benefactors,volunteers and various departments. Serve as receptionist, answer/screen telephone calls/visitors/appointments and provide routine information requests. Assist in maintaining files and provide assistance to the department and other support staff as needed.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and six years experience in office/clerical procedures. The ability to take independent action as well as obtain general direction from departmental administrators required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required. Strong interpersonal skills, problem-solving skills, and research skills required. The ability to adapt to new technology and work in a fast paced environment required.

COMMENTS: This is a part-time (32 hours weekly) position.

DEADLINE DATE: Mar 14, 2011

TITLE: Team Coordinator Dining Services

DEPT NAME: Dining Services

POS: 006453

SALARY:\$10.00 - hourly

DUTIES: Monitor, order, stock and arrange supplies. Maintain and conduct inventory. Assist customers and operate cash register or cash terminal. Serve customers in assigned area. May supervise student employees and/or part-time staff.

QUALIFICATIONS: Requires a high school diploma or GED and one year experience in retail. Strong customer service and math skills required for performing inventory, accounting, and cashiering functions. Availability to work early morning, late evening and weekend hours required. Heavy lifting (50 to 70 pounds)involved. Supervisory experience preferred.

COMMENTS: This is part-time position.

DEADLINE DATE: Mar 14, 2011

TITLE: Program Assistant

DEPT NAME: Education Dean's Office

POS: 006359

SALARY:\$12.23 - hourly

GRADE:116

DUTIES: Provide administrative support and assistance in program development, preparation and implementation. Coordinate daily activities to facilitate programs developed by the office. Schedule program activities and coordinate arrangements to facilitate program operations. Participate in the formulation of budgets, reports, policies and procedures for programs. Respond to administrative requests for data, records and reports while defining and attempting to resolve program problems. Interact with off-campus master's degree students, college faculty and department chairs.

QUALIFICATIONS: Requires 18 months of education or training beyond high school and four years experience in general office operations and program administration. Strong communication, research, organizational, and computer skills including word processing, spreadsheet and database capabilities required. The ability to work with diverse groups, and work independently exercising considerable judgment in coordinating activities and managing communications required. Preferred Qualifications: A BA degree, experience in budgetary and financial management, PeopleSoft, and higher education.

COMMENTS: This is a 32 hour part-time position.

DEADLINE DATE: Mar 14, 2011

TITLE: Master HVAC Technician**DEPT NAME:** Physical Facilities**POS:** 006538**SALARY:**\$17.69 - hourly**GRADE:**09

DUTIES: Perform all tasks of Assistant HVAC technician and HVAC Technician. Troubleshoot and repair HVAC equipment. Plan, direct, assign, and schedule work from work orders. Train HVAC personnel on repairs and building systems. Coordinate HVAC work with other trades and assists as needed. compile and maintain time, materials and work reports. Plan and implement inspections and preventative maintenance on all facility equipment and systems. Read and interpret graphics, blueprints, building plans and drawings to determine work aids required and sequence of installations. Draw sketches of pipes, ducts, fittings, etc required to install HVAC/R systems and components. Plan, inspect, record, and monitor HVAC concerns. Research concerns and order repair parts and supplies.

QUALIFICATIONS: Requires a high school diploma or GED and successful completion of first three years of certified apprenticeship training program for HVAC Technicians or equivalent. Valid driver's license and four years experience in commercial/industrial HVAC systems required. The ability to repair air conditioning and heating units, refrigeration systems, pneumatic controls, steam traps, pressure regulators, etc. required. Ability to install air conditioning and heating units required. The ability to work with energy management personnel to regulate system and assists with trade shops and the ability to learn, operate and use standard powered and nonpowered tools and equipment such as welder, machine threader, manlift, and others to complete assigned tasks required. The ability to perform mathematics associated with trade application (fractions, ratios, percentages) required. The ability to read, write, observe and accurately follow oral, written and complex graphic instructions along with problem solving skills and the ability to work alone required. The ability to use judgment in determining correct course of action when troubleshooting required. Availability to work holidays and/or weekends, call-ins, overtime, various shifts and emergencies as needed required. Prior experience in directing the work of others preferred.

COMMENTS: Must be available to work flexible hours. Shift undetermined.

DEADLINE DATE: Mar 14, 2011**TITLE: Tutor/Counselor, Academic Achievement Programs***Temp***DEPT NAME:** Academic Achievement Programs**POS:** 006549**START:**06/14/2011**END:** 07/29/2011

DUTIES: Upward Bound Classic and Strive Toward Excellence Program are accepting applications for Tutor Counselors.

The Tutor Counselor will monitor students to and from class, during lunch and recreational periods.

QUALIFICATIONS: Requires one year of college with a minimum 2.5 GPA. Experience with low income first generation students is preferred.

COMMENTS: The program dates are June 14-July 29, 2011. 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: May 30, 2011

TITLE: Instructor Senior-Academic Achievement Programs*Temp***DEPT NAME:** Academic Achievement Programs**POS:** 006552**START:**06/14/2011**END:** 07/29/2011

DUTIES: Upward Bound Math and Science is accepting applications for a Polymer Science Instructor Senior to work with high school students.

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

COMMENTS: The program dates are June 14-July 29, 2011. 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: May 30, 2011

TITLE: Instructor, Academic Achievement Programs*Temp***DEPT NAME:** Academic Achievement Programs**POS:** 006550**START:**06/14/2011**END:** 07/29/2011

DUTIES: Upward Bound Math and Science is accepting applications for a Foreign Language Instructor to work with high school students.

Upward Bound Classic is accepting applications for English, Math, Science, French and Spanish Instructors to work with high school students

QUALIFICATIONS: Requires a Bachelors degree for academic class instructors. Teaching certification and experience with low income first generation students is preferred.

COMMENTS: Program dates are June 14-July 29, 2011. 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: May 30, 2011

TITLE: Tutor/Counselor Senior-Academic Achievement Programs*Temp***DEPT NAME:** Academic Achievement Programs**POS:** 006551**START:**06/14/2011**END:** 07/29/2011

DUTIES: Upward Bound Math and Science and Upward Bound Classic are accepting applications for Tutor Counselor Sr. The Tutor Counselor Senior position is **residential** with the duty of monitoring students in the residence halls, on campus, and on field trips.

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

COMMENTS: The program dates are June 14-July 29, 2011. 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: May 30, 2011