

# 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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**TITLE: Assistant or Associate or Professor of Accounting (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

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**TITLE: Assistant or Associate or Professor of Accounting (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: 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](http://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](mailto:mckeil@uakron.edu).

**DEADLINE DATE:** Aug 1, 2011

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**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](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: [aboothe@uakron.edu](mailto:aboothe@uakron.edu)

**DEADLINE DATE:** Open Until Filled

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**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, 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.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter, resume and unofficial transcript.(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 Director Benefits Administration

**DEPT NAME:** Human Resources

**POS:** 006583

**SALARY:**Competitive -

**GRADE:**121

**DUTIES:** Assist in oversight and administration of University's group benefits package. Provide support for compliance with applicable rules and regulations on a university, state and federal level. Research and answer questions and concerns on non-routine benefits matters. Serve as a liaison to group benefit vendors on contractual issues. Participate on internal and external committees and special projects as assigned. Serve as lead analyst for the advancement of system activities and capabilities in PeopleSoft as they apply to Benefits Administration. Provide training and write documentation for new and updated systems and business processes. Monitor and supervise activities of departmental personnel providing advisement and support.

**QUALIFICATIONS:** A Bachelor's degree in Business Administration, Management or closely related field required. The successful candidate must possess at least a combination of three years of experience in HR and Information Technology. Requires strong communication and problem solving skills, ability to think critically and perform evaluation and analysis of systems and data. Requires use of judgment and decision making skills and the ability to maintain high level of confidentiality. Excellent organizational, detail-oriented and record-keeping skills, working knowledge of MS Office Suite required. Experience in Higher Education, Benefits Administration and PeopleSoft strongly preferred.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter including salary requirements, resume, and three letters of recommendation.(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading. Review of applications will begin immediately.

**DEADLINE DATE:** Open Until Filled

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**TITLE: Senior Writer****DEPT NAME: Institutional Marketing****POS: 006532****SALARY:Competitive -**

**DUTIES:** Research and write promotional materials, including ads, brochures and other collateral materials for the institution. Review publications produced by off campus offices for accuracy, quality and content. Develop written content for web and digital communications and coach and counsel campus communicators. Research and analyze higher education issues as related to UA and University System of Ohio. The senior writer is expected to function as a key member of the creative team. Assist in the development of advertising and marketing material from conceptualization, through production to distribution. Ensure that institutional objectives and goals are accurately and effectively conveyed to internal and external audiences through clear, persuasive messaging.

**QUALIFICATIONS:** A relevant Bachelor's degree and at least six years experience writing in varied styles, including newswriting, feature writing and promotional writing required. Also requires the ability to think creatively and intuitively, in the style of ad agency copywriters, while also having the capacity to interpret academic and administrative terminology, as do many public relations professionals or grant writers. Proficiency with software applications, including Microsoft Office/Outlook and experience with emerging web and social media technologies for communications purposes required.

**SUBMIT MATERIALS:** Complete the online application below attaching a cover letter, resume, and three writing samples. *(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: Manager, Operations****DEPT NAME: Student Life****POS: 006470****SALARY:Competitive -**

**DUTIES:** Supervise custodial staff, student managers, and student employees of the Operations area. Participate in the department student employment program to help develop, mentor, and retain student employees. Communicate with clients regarding facility needs and manage facilities set-up. Oversee building storage, safety, security, and deliveries. Serve as a customer liaison to building tenants, conferencing and events, and special event facility needs. Develop budget recommendations and prepare budget requests and written narratives. Assist the Assistant Director with special projects and perform other duties as assigned.

**QUALIFICATIONS:** A relevant Bachelor's degree and at least two years experience in student union/center operations or related business required. Experience in mentoring and advising students and the ability to work effectively and efficiently with staff, students, and clients required. Strong customer service orientation and proven experience with creatively enhancing customer events and coordinating logistics required. Excellent written/oral communication skills, strong computer skills, and the ability to troubleshoot audio visual and technology equipment required. Demonstrated leadership ability and an articulate understanding of the mission, culture, climate and environment of a metropolitan university required. A Master's degree in higher education administration or closely related field and experience working with staff and students of diverse educational, racial, ethnic, and cultural backgrounds 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**

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**Instructions for Staff Applicants:**

Open staff positions are advertised on a 24-hour Job Line. This information may be accessed with a touch tone telephone at (330) 972-7091.

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: Educational Specialist****DEPT NAME:** Office of Academic Affairs**POS:** 006571**SALARY:**\$15.86 - hourly**GRADE:**119

**DUTIES:** Provide academic and other support services for undergraduate participants in the Choose Ohio First STEM (science, technology, engineering and mathematics) Scholarship program at the University. Provide academic advising and referral to internal academic support services. Plan, implement and chaperone socio-cultural events and community service projects. Assist in developing, coordinating and assessing the summer institute. Assist in student recruitment and selection.

**QUALIFICATIONS:** A Bachelor's degree in education, social work, STEM, psychology or related field and two years experience advising, mentoring and/or case managing diverse and first generation student populations required. Excellent interpersonal, communication skills and familiarity with current versions of computer software applications required. Travel for recruitment purposes, and some evening/weekend advising hours required. Event planning experience, and knowledge/experience in developing curriculum preferred.

**COMMENTS:** This is a part-time 30 hour week position.

**DEADLINE DATE:** Mar 28, 2011

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**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:** Mar 28, 2011

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**TITLE: Departmental Records Specialist**

**DEPT NAME: Student Financial Aid**

**POS: 006495**

**SALARY:\$13.31 - hourly**

**GRADE:117**

**DUTIES:** Maintain PeopleSoft/ED Express by managing data entry and extraction process from the system to ensure data integrity and compliance with Federal guidelines. Process verifications and determine financial aid eligibility for students who are selected by the US Department of Education/University for verification of information listed on the Free Application for Federal Student Aid (FAFSA). Respond to routine financial aid questions and/or problems from students, staff, faculty, and administrators. Schedule and conduct training sessions for Undergraduate and Graduate student assistants working in the Needs Analysis area.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and two years experience working in a systems environment processing a large volume of data and creating reports. Strong database, spreadsheet and word processing skills required. Ability to maintain a high degree of accuracy required. Excellent interpersonal communication skills, strong organizational skills and ability to handle multiple projects/tasks required. Experience working in a student financial aid office, utilizing student information system software (preferably PeopleSoft), working knowledge of regulations governing federal financial aid eligibility and procedures, and the ability to direct and monitor student assistants and/or temporary employee activities preferred.

**DEADLINE DATE: Mar 28, 2011**

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**TITLE: Office Support Specialist - Dining Services**

**DEPT NAME: University Dining Services**

**POS: 006504**

**SALARY:\$9.66 - hourly**

**GRADE:113**

**DUTIES:** Coordinate daily Dining Services office operations. Run reports, compose correspondence, meeting minutes, and presentations in addition to typing, proofing copies, and completing administration forms. Schedule meetings and manage calendars. Perform a variety of tasks such as answering/screening calls, distribute mail, respond to inquiries and complaints from University and community customers. Maintain filing system and monitor receipts and payments of orders. Train/supervise student assistants.

**QUALIFICATIONS:** Requires a high school diploma or GED and at least one year experience in office/clerical procedures. Working knowledge of basic office equipment and computer applications including word processing, spreadsheet and database software packages required. Typing and editing, strong interpersonal and organizational skills required. Ability to work independently and exercise considerable judgment in coordinating activities and managing telephone calls and visitors required.

**DEADLINE DATE: Mar 28, 2011**

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**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.<p/>

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

**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**

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**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**

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**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<b/> 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**

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**TITLE: Academic Adviser I***Temp***DEPT NAME: Nursing - Instruction****POS: 006564****SALARY:\$14.51 - hourly****GRADE:118**

**DUTIES:** Support and advise pre-nursing students and prospects consistent with University requirements, primarily working with LPNs, RNs, and Honors students on BSN prerequisite courses and degree completion requirements. Contact and recruit students via telephone, e-mail, recruiting fairs (off and on campus). Partner with financial aid, residence life and other campus departments as necessary.

**QUALIFICATIONS:** Requires a relevant Master's degree. Organizational, computer and excellent written and verbal communication skills required. Travel to recruitment fairs and some evening, weekend advising hours required. Two years experience in academic advising and counseling in post secondary/higher education is preferred.

**COMMENTS:** This is a part-time temporary (six months or less) 30 hour week 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: Mar 28, 2011**

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**TITLE: Hotel Housekeeping Attendant***Temp***DEPT NAME: Quaker Square Inn****POS: 006365****SALARY:\$9.00 - hourly**

**DUTIES:** Daily cleaning of guestrooms according to operational policies. Remove trash and soiled bed and bath linens from guestrooms. Clean public areas of hotel. Process all linens through laundry according to operational policies. Maintain and keep supply cart clean and organized.

**QUALIFICATIONS:** Requires a high school diploma or GED and six months experience with performing general housekeeping and/or laundry duties. Ability to lift and move supplies, equipment or furnishings required. Ability to read and understand warning signs required. Ability to interact with hotel customers and guests while providing excellent customer service required. Required to work flexible work schedule including weekends. The ability to stand for long periods of time and lift 50 lbs required. Prior hotel housekeeping experience preferred.

**COMMENTS:** This is a part-time temporary (six months or less) 32 hour 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: Mar 28, 2011**

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