

CONTRACT PROFESSIONAL AD COPY EXAMPLE #1

The Buchtel College of Arts and Sciences seeks two full-time academic advisors to serve an expanding and complex student population in a broad set of disciplines covering natural science, social science, and humanities. Advisors will work with other college and department administrators, faculty and staff to support student success and effective student learning.

Duties: Provide advising to students regarding academic, career, and related matters. Establish and maintain contact with students to monitor academic progress and counsel students in academic difficulty. Facilitate the application process for students and perform related administrative duties. Serve as first point of contact for prospective students and represent the college at recruiting events; on and off campus. Act as a liaison between students and various academic and non-academic units. Refer students to appropriate services and departments when necessary. Maintain accurate student records while using computers to generate reports and communicate with students.

Required Qualifications: Masters Degree in an arts and science discipline, student affairs, higher education administration, or a related field and experience working with students and others in an educational or agency environment. A minimum of two years experience in advising/counseling required. Organizational skills, basic computer skills and excellent written and verbal communication skills required. Occasional early morning, evening and weekend schedule is required. Occasional off-campus travel is required.

Preferred Qualifications: Experience in academic advising/counseling or relevant experience in a higher education setting. Familiarity with PeopleSoft/Oracle or similar student database, knowledge of student development theory and University policies and procedures.

Evaluation of applicants will start in mid-August and continue until the positions are filled. For complete details and to apply visit: <http://www.uakron.edu/jobs/> Job#

CONTRACT PROFESSIONAL AD COPY EXAMPLE #2

POSITION ANNOUNCEMENT

Coordinator Residence Life (Residence Education)
Department of Residence Life and Housing
The University of Akron

The Coordinator Residence Life (Residence Education) 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 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.

Founded in 1870, The University of Akron is a comprehensive research and teaching university with degree programs ranging from the associate to the doctoral level. The University is a co-ed, state-assisted institution that offers a dynamic learning environment for students of all backgrounds. The residence hall community is a modestly-sized subset of The University of Akron population where total enrollment approximates 30,000 students.

We opened our latest constructed residence facility, Spicer Hall, at the start of the fall 2010 term. This unique facility houses first year students in a variety of distinct living-learning communities, and brings our residential community up to approximately 3,400 students. We will also open a new residential facility in Fall 2011 that will house approximately 530 students. We are excited about our continued residential growth and our strong tradition of providing a high-quality residential experience for the students we serve in an urban environment.

Compensation: 12 month contract, \$27,500, plus furnished apartment, meal plan for employee (food service available only when facility is in operation), and all full-time employee benefits such as health and dental insurance, retirement program, partial to full tuition remission for employee and dependants.

Required Qualifications: Master's degree in Student Affairs, Higher Education, Counseling, MBA or related field; a minimum of one year experience in residence hall supervision; ability to reside in a residence hall; previous live-in experience; supervision of Resident Assistants; successful completion of a background check.

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; leadership in professional organizations.

Start Date: January 9, 2014 (negotiable)

Please attach a cover letter, resume, and three professional references. For complete details and to apply for this position, visit: <http://www.uakron.edu/jobs/> Job#. This position is open until filled.