

STATE UNIVERSITY OF NEW YORK

Announcements of UUP Professional and Faculty Vacancies

THE UNDERLINED, EMBOLDED INSTITUTIONS HAVE ANNOUNCEMENTS IN THIS PACKET.

*For the complete listing of SUNY Vacancy announcements, visit
http://www.suny.edu/SUNY_Employment/index.cfm*

This distribution includes notices received
April 1 – April 13, 2011

University Centers/ Doctoral Granting Institutions

Albany

Binghamton

Buffalo (University)

Stony Brook

Health Science Center at Brooklyn

Health Science Center at Syracuse

Optometry

Environmental Science and Forestry

University Colleges

Brockport

Buffalo State (College)

Cortland

Empire State

Fredonia

Geneseo

New Paltz

Old Westbury

Oneonta

Oswego

Plattsburgh

Potsdam

Purchase

Technology Colleges

Alfred

Canton

Cobleskill

Delhi

Farmingdale

Levin Institute

Maritime

Morrisville

Institute of Technology at

Utica/Rome

System Administration

No Vacancy Announcements are published
for statutory colleges at Alfred University and
Cornell University

Applicants should apply for position as indicated in the vacancy announcement.

Distributed by University-wide Human Resources
State University of New York, System Administration
State University Plaza, Room N406
Albany, NY 12246



OFFICE OF HUMAN RESOURCES MANAGEMENT
 UNIVERSITY AT ALBANY State University of New York

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Science Library

Careers > Search Jobs > Search Results > Job Details



Head of Library Systems (P11-24063)

Job Description:

Apply Now

Head of Library Systems - Supervising Programmer Analyst

Category: Professional
 Department: University Libraries
 Locations: Albany, NY
 Posted: Apr 14, '11
 Type: Full-time
 Ref. No.: P11-24063

[E-mail to a friend](#)

The University at Albany Libraries seek a creative, knowledgeable, dynamic leader committed to service to academic library users to provide vision and direction for library IT operations, including the Libraries' ILS (Ex Libris ALEPH 500), design and technical aspects of the Libraries' Web site, an in-house server farm (possibly transitioning to campus IT hosted) that hosts Web sites and related applications, over 400 PCs / laptops and associated peripherals for public and staff, and computer-equipped classrooms. Coordinates, manages, mentors, and provides leadership for the Library Systems Department, consisting of 5 professionals and student assistants. Integrates systems knowledge and experience into the advancement of the Libraries' goals through existing and new initiatives. Recommends technical standards, policies, and new technological initiatives. Plans hardware/software upgrades for the Libraries. Collaborates with administrators and other library units in planning, supporting, and managing technology-based services, such as Serials Solutions resource linking, EBSCO Discovery Service, Ares reserve management system, and ILLiad resource sharing management system. Participate in planning and management within the Division as a member of the Technical Services Department Heads and Team Leader Group. Reports to the Associate Director, Technical Services and Library Systems Division. The successful candidate must: fulfill an important partnership role with campus Information Technology Services (ITS), University-wide initiatives such as an institutional repository, and with faculty and other users of the library; be professionally active; provide vision for the department and the Libraries; and perform other duties such as committee service.

Requirements:

Minimum Qualifications:

Bachelor's degree from a college or university accredited by a US Department of Education or internationally recognized accrediting organization; relevant experience in an academic library or other library setting; management experience including evidence of successful personnel supervision; working knowledge/experience with integrated library systems, PC desktop operating systems, best practices, standards, and trends in the application of technology in libraries; demonstrated commitment to user-centered service; demonstrated ability to shape departmental vision and goals and to relate them to the institution's goals; strong analytical, and oral and written

communication skills. Applicants must address in their applications their abilities to work with a culturally diverse population and to provide leadership.

Preferred Qualifications:

Advanced degree in information science, computer science or related discipline.

All finalists will be asked to submit official transcripts and to present on a specific topic to all library personnel.

Additional Information:

Professional Rank and Salary Range: SL-5

Closing date for receipt of applications is June 15, 2011

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and disclosures regarding the University's current campus security policies. The University at Albany's Annual Security Report is available in portable document format [PDF] by clicking this link <http://police.albany.edu/ASR.shtml>

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

You may apply online via <http://albany.interviewexchange.com/candapply.jsp?JOBID=24286>

Application Instructions:

Interested candidates should submit a cover letter, referencing P11-24063, detailing experience and interests, CV, career goals, and contact information for three references.

Online applicants please note:

- After submitting your resume/CV, the subsequent pages give you instructions for uploading additional documents (i.e. cover letter etc.).
- See the FAQ for using our online system. Please **contact us** if you need assistance applying through this website.
- **Returning Applicants** - Login to your U-Albany Careers Account to check your completed application.

Alternatively, you may submit your application to:

Ann Gunning
Library Personnel Assistant
University Libraries, LI-107A
Albany, NY 12222
AGunning@uamail.albany.edu

[Apply Now](#)

Frequently Asked Questions (FAQ's) ?

Office of Human Resources Management
University at Albany
Albany, NY 12222
(518) 437-4700 (Voice) 437-4731 (Fax)
Office Hours: M-F, 8:30am to 5:00pm, Summers, 8:00am - 4:00pm

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UNIVERSITY AT ALBANY State University of New York

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Admissions Advisor/Counselor (P11-24051)

Job Description:

[Apply Now](#)

The University at Albany seeks a highly motivated individual to fill the position of Transfer Admissions Counselor. This position incorporates the full range of admissions responsibilities including travel throughout the admissions cycle visiting community colleges and conducting informational programs for prospective transfer students; personally reviewing transfer applications, and participation in campus recruitment/enrollment functions such as information sessions, open houses and yield programs. Additional opportunities may include assisting with recruitment of special populations and other projects. This position serves on the professional staff of the Office of Undergraduate Admissions at the University at Albany. Working with the Senior Assistant Director responsible for Transfer Admissions the individual represents the University to all prospective transfer students on campus, at community colleges, and other off-campus meetings. Travel to Community Colleges throughout New York State and the Northeast to promote the University is required. The individual must be familiar with the admissions criteria for all new undergraduate transfer categories, and be able to review high school and college records in order to make admissions decisions. The individual must also be capable of providing detailed information on the campus curriculum, academic programs, residence hall programs, and financial assistance. [May participate in research and evaluation of enrollment planning, and analysis.] Attends professional meetings and conferences as required.

Category: Professional

Department: Office of Undergraduate Admissions

Locations: Albany, NY

Posted: Apr 13, '11

Type: Full-time

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Requirements:

Bachelor's degree. The degree must be from a college or university accredited by a US Department Of Education or internationally recognized accrediting organization; Demonstrated experience with all aspects of transfer admissions including, but not limited to, recruitment, file review, credit determination, and course evaluation. Excellent oral and written communication skills; evidence of strong interpersonal and organizational skills; a high level of initiative and motivation; A valid driver's license is required or other means to travel to community colleges in New York State and the Northeast to meet with students and distribute recruitment materials. Applicants must address in their applications their abilities to work with culturally diverse populations. Preferred: A master's degree; knowledge of the undergraduate experience at the University or a comparable institution; strong technology skills with knowledge of degree audit software systems and student information systems.

Additional Information:

Professional Rank and Salary Range: SL-3

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and disclosures regarding the University's current campus security policies. The University at Albany's Annual Security Report is available in portable document format [PDF] by clicking this link <http://police.albany.edu/ASR.shtml>

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

Please apply online via

<http://albany.interviewexchange.com/candapply.jsp?JOBID=24462>

Application Instructions:**Applicants MUST submit the following documents:**

- Resume/CV
- Cover letter stating all the required minimum qualifications and any of the applicable preferred qualifications.
- Applicant must include with their application, the names of three references with contact information.

Note: After submitting your resume/CV, the subsequent pages give you instructions for uploading additional documents (i.e. cover letter etc.).

See the FAQ for using our online system. Please **contact us** if you need assistance applying through this website.

Returning Applicants - Login to your U-Albany Careers Account to check your completed application.

Closing date for receipt of applications is May 13, 2011 .

Apply Now

Frequently Asked Questions (FAQ's) 

Albany, NY 12222
(518) 437-4700 (Voice) 437-4731 (Fax)
Office Hours: M-F, 8:30am to 5:00pm, Summers, 8:00am - 4:00pm

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Staff Assistant-Office of Undergraduate Education-P11-24054

Job Description:

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Responsibilities Include:

- Support various administrative aspects of the Office of the Vice Provost and Dean of Undergraduate Education.
- Responsibilities include support for withdrawal and readmission functions (meet with students, liaison with various University Offices, maintain data base).
- Work with Assistant Vice Provost for Student Engagement coordinating engagement activities; provide assistance in Undergraduate Education support for governance committees, and other administrative duties assigned.

Category: Professional
Department: Office of Undergraduate Education
Locations: Albany, NY
Posted: Apr 08, '11
Type: Full-time

[E-mail to a friend](#)

Requirements:

This position requires a Bachelors Degree (Master's Preferred) and at least five years of experience working in a college setting. The applicant must also be proficient in using People Soft, DARS, and Excel and be willing to learn other computer applications as needed. Incumbent must have excellent communication skills. Applicant must be organized and must be able to work both autonomously and as part of a team. Applicants must be able to address in their application their ability to work with a culturally diverse population.

Additional Information:

Professional Rank and Salary Range: SL-2

Special Notes: This is a full-time position working in the Office of the Vice Provost for Undergraduate Education. Persons interested in this position must be willing to be flexible and comfortable working in a busy office.

Start Date: As soon as possible

Closing Date for receipt of applications: May 7, 2011

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and disclosures regarding the University's current campus security policies. The

University at Albany's Annual Security Report is available in portable document format [PDF] by clicking this link
<http://police.albany.edu/ASR.shtml>

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

Please apply online via
<http://albany.interviewexchange.com/candapply.jsp?JOBID=24612>

Application Instructions:

Applicants MUST submit the following documents:

- Resume/CV
- Cover letter stating all the required minimum qualifications and any of the applicable preferred qualifications.

Note: After submitting your resume/CV, the subsequent pages give you instructions for uploading additional documents (i.e. cover letter etc.).

See the FAQ for using our online system. Please **contact us** if you need assistance applying through this website.

Returning Applicants - Login to your U-Albany Careers Account to check your completed application.

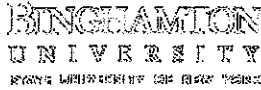
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Senior Staff Assistant

Job Description:

Budget Title: Senior Staff Assistant (SL-3)

Salary: \$52,000 - \$55,000

The Senior Staff Assistant works on systems to help achieve the goals of the enrollment management division including enhancement of the virtual one-stop for student administrative services; the continuation of efforts to create a paperless environment for resource efficiencies; the automation of triggers that help in communications with students about student success; and the exploration of the best use of existing student systems, modules and applications along with exploration of future releases or new software to streamline processes and enhance student, staff and faculty service.

The Senior Staff Assistant will also help implement special projects as they arise and provide functional support for the Enrollment Management areas of student modules and self-service modules when Banner patches/fixes are installed, and data is being tested.

This position will work with senior enrollment management staff when researching potential system changes, enhancements, developments or work-arounds. The Senior Staff Assistant will also provide advisory and consulting support to Information Technology Services (ITS) technical teams and functional teams implementing changes or enhancements; assist in leading the review and assessment and providing security advisories for new technology initiatives, data collection devices, online applications and web data processing as related to enrollment management; and provide consultation, expertise and advising to external teams (e.g. ITS) at the direction and/or request of the Director of Operations.

This position will provide support and assist Enrollment Management team members developing new functionality, applications and packages in the Banner Student Information system and assisting in the development or new initiatives of other related systems.

The Senior Staff Assistant reports to the Director of Operations.

Requirements:

A Bachelors degree is required. Information technology proficiency is also a requirement.

Preferred qualifications include experience with SunGard's Banner System, experience working in higher education, and experience in leading projects.

Application Instructions:

Deadline for Internal Applicants: 4/7/2011

Deadline for External Applicants: open until filled

Persons interested in this position should apply online.

Please submit:

1. Resume,
2. Cover letter, and
3. Contact information for three professional references.


You may add additional files/documents after uploading your resume. After you fill out your contact information,

Category:	Professional
Department:	Information Technology Services
Locations:	Binghamton, NY
Posted:	Mar 24, '11
Type:	Full-time
Ref. No.:	49006
E-mail to a friend	

you will be directed to the upload page. Please login to check/edit your profile or to upload additional documents:
<http://binghamton.interviewexchange.com/login.jsp>

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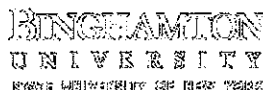


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Head Men's Lacrosse Coach

Job Description:

Budget Title: Division 1 Head Coach

Salary: \$49,373 (annual)

Directing all aspects of a Division 1 men's lacrosse program, including recruiting, budget, team travel, scheduling, practice and skill development.

Requirements:

A bachelors degree and knowledge of NCAA rules and regulations are required.

A master's degree and a minimum of three to five years' experience at the Division 1 level are preferred.

Category:	Professional
Department:	Intercollegiate Athletics
Locations:	Binghamton, NY
Posted:	Mar 28, '11
Type:	Full-time
Ref. No.:	06351
E-mail to a friend	

Additional Information:

The Binghamton University Events Center is the largest facility of its kind within approximately 75 miles of Binghamton. Showcasing the excellence of our academic and athletic programs with events like Commencement and Division I Men's and Women's basketball, the center also hosts community activities, such as the Empire State Games, annual summer camps, sports clinics, and concerts. At 156,000 square feet, the Events Center can accommodate 5,500 to 10,000 people, and attracts more than 250,000 visitors annually.

Binghamton University's visibility has been enhanced by extensive local, regional and national media coverage of Bearcats Division I competition, and the Events Center is a source of pride for Binghamton's 90,000 alumni.

The Bearcats compete in twenty-one NCAA Division I sports during the fall, winter and spring seasons. In March 2008, over 13,000 people attended the America East Conference Men's Basketball Tournament in the Events Center.

Application Instructions:

Deadline for Internal Applicants: 4/11/2011

Deadline for External Applicants: open until filled

Persons interested in the above position should apply online.

Please submit:

1. Resume
2. Cover letter and
3. Contact information for three professional references.

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URL: www.bubearcats.com/



you will be directed to the upload page. Please login to check/edit your profile or to upload additional documents:
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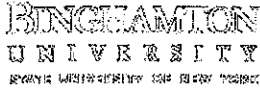


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Watson Computing Technician

Job Description:

Budget Title: Instructional Support Technician (SL-3)

Salary: \$42,801 minimum

The Watson Computing Technician will work as part of the technical support staff of the Watson School. The individual in this position will be responsible to setup and maintain instructional and laboratory computing environments, resolve computer and network issues, assist faculty members, staff and students with computer and network related issues, assist in managing and tracking hardware and software inventories of the Watson School, and assist with the configuration of virtual machines and the management of the virtual host environment.

In addition, the Technician will assist with the documentation of the network and virtual infrastructure, maintain awareness of current and upcoming technologies, and participate in staff cross-training activities to be able to provide backup service for other technical staff members as needed.

The Technician will implement university policies and procedures for network and information security and interface as needed with the University's Computing Services organization.

Requirements:

A Bachelor's degree in Computer Science or equivalent is required along with one (1) year related experience.

The candidate must have working knowledge of Linux, Windows, and Mac OS, experience working with Active Directory, and familiarity with VMware and Terminal Services infrastructure and Symantec Ghost Solution Suite, and a solid understanding of underlying network and server infrastructure. Experience with high performance computing a plus.

The candidate must have excellent customer service, interpersonal and communication skills, and the ability to work effectively with a diverse group of individuals including faculty, staff, students and visitors.

Application Instructions:

Deadline for Internal Applicants: 04-25-11

Deadline for External Applicants: open until filled

Persons interested in this position should apply online.

Please submit:

1. Resume,
2. Cover letter, and
3. Contact information for three professional references.

You may add additional files/documents after uploading your resume. After you fill out your contact information, you will be directed to the upload page. Please login to check/edit your profile or to upload additional documents: <http://binghamton.interviewexchange.com/login.jsp>

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Watson Engineering and Science Equipment and Operations Mgr.

Job Description:

Budget Title: Staff Associate (SL-4)

Salary: \$49,372 minimum

The primary responsibilities are the installation and maintenance of laboratory equipment in the Engineering and Science Building and the development, implementation, and maintenance of working protocols for its use.

The individual in this position will provide training and support to facility users and work with them to ensure the safe and proper use of complex equipment operations and laboratory techniques. This person will supervise support staff, oversee building and laboratory access, and serve as liaison to Physical Facilities and Environmental Health and Safety departments on issues relating to research equipment and laboratory usage.

The Engineering and Science Equipment and Operations Manager will facilitate the management and operation of newly constructed laboratories in Binghamton University's Science and Engineering Building. A staged move-in is expected to begin spring 2011.

Primary Duties

Oversee final stages of development of the laboratory spaces by acting as primary interface and problem solver with vendors during equipment installation and maintenance.

Manage day-to-day operations by overseeing maintenance and repair of complex scientific laboratory equipment, troubleshooting and addressing operational issues within the laboratories and coordinating use of facilities and equipment.

Work with support staff to ensure the following is completed: compliance of research activities with institutional, state and federal regulatory policies, directives and mandates; proper maintenance and safety of the laboratories and equipment; development and enforcement of operational protocols.

Work closely with faculty researchers, administrative and other facility personnel to train and advise users on the safe and effective operation of research equipment (including researchers, staff and students).

Assist with the coordination among researchers and maintain an effective collaborative environment.

Develop process and procedures for users to request access and training on research equipment, assist with enforcement of building and laboratory access policies, and keep records of equipment usage and maintenance for billing purposes.

Compile data, perform analyses and generate quarterly and annual reports.

Requirements:

Required Qualifications

Bachelor's degree in engineering, science or similar discipline with three to five (3-5) years work experience (academic, industry, and/or government) or equivalent combination of education and experience operating advanced scientific laboratory equipment.

Must have demonstrated ability to work safely with hazardous chemicals and be comfortable working in a diverse, interdisciplinary environment. Must be able to interact effectively as part of a team and with a diverse population of researchers and other users at all levels of competence, as they gain the required skills to safely and successfully operate equipment.

Electrical, electronic, and mechanical trouble shooting skills are required. Demonstrated ability to learn new

Category:	Professional
Department:	Watson School of Engineering
Locations:	Binghamton, NY
Posted:	Apr 11, '11
Type:	Full-time
Ref. No.:	00100
E-mail to a friend	

hands-on skills. Excellent interpersonal and communication (written and verbal) skills are required and excellent computer skills and experience with Microsoft Office is essential.

Preferred Qualifications

Master's degree in engineering, science or similar discipline. Familiarity with hardware-software integration such as Labview, Matlab, or similar programs. Chemistry laboratory and clean room experience.

Application Instructions:

Deadline for Internal Applicants: 04-25-11

Deadline for External Applicants: open until filled

Persons interested in this position should apply online.

Please submit:

1. Resume,
2. Cover letter, and
3. Contact information for three professional references.

You may add additional files/documents after uploading your resume. After you fill out your contact information, you will be directed to the upload page. Please login to check/edit your profile or to upload additional documents: <http://binghamton.interviewexchange.com/login.jsp>

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To apply for positions at the University at Buffalo, please visit:
www.UBJobs.buffalo.edu.

Posting Preview

Position Information

Position Information

Position Title	Purchase Associate
Classification Title	Senior Staff Assistant
Posting Number	1100163
Department	1107-Assistant VP Procurement Services
Employer	State
Appointment Type	03 - Professional
Position Type	UUP Professional
Appointment Term	Term
Temporary Until	
Salary Grade	SL3
Strategic Strength	None Selected

Posting Details

Procurement Services provides exceptional customer service, knowledge and expertise for the purchase, payment and inventory of goods and services to the University community, as well as suppliers and related fiscal/regulatory agencies. We pursue our mission with teamwork, progressiveness, professionalism and respect.

Position Summary
 This position will provide execution of procurement activities and report to the Director of Purchasing. Responsibilities include, but are not limited to, directing procurement work content, achieving and maintaining the highest level of integrity in output, audit results and application of policy and controls, continuous improvement activities, and be an active participant with team building between Procurement Services departments, its customers and suppliers.

Minimum Qualifications
 Bachelor's degree in Business Administration or similar disciplines required. Minimum of three to five years of purchasing and/or procurement contracts experience, preferably in a progressive AAU Research Educational Institution. Knowledge of strategic sourcing, supply chain management, and team building techniques. Accomplished communication, social, analytical, and technology skills. Demonstrated results in planning, creation and attainment of the areas outlined above resulting achievement of goals.

Preferred Qualifications
 Master's degree in business is preferred. Professional Purchasing Certification and experience with Lean Six Sigma desirable. Experience procuring scientific laboratory equipment through a Government regulated

1100163

organization is preferred.

Physical Demands

Salary Range \$50,000 - \$65,000

Multiple Positions Available? No

Work Hours

FTE 1.00

Campus North, or as assigned

Special Instructions to Applicants Applicants must apply through UB Jobs by the posting deadline.

Required Applicant Documents Cover Letter
Resume

Optional Applicant Documents

Contact Information for Reference Letters

Contact Information

Contact Name Dawn Starke

Contact Title Office Manager

Contact Phone 716-645-4539

Posting Dates

Internal Posting Date 03-24-2011

Internal Closing Date 04-07-2011

External Posting Date 04-08-2011

External Closing Date 05-07-2011

Date to be Filled ASAP

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu



To apply for positions at the
University at Buffalo, please visit:
www.UBJobs.buffalo.edu

Posting Preview

Position Information

Position Information

Position Title	Business and Financial Staff Assistant
Classification Title	Staff Assistant
Posting Number	1100167
Department	0770-Multi-Discipl. Ctr for Earthquake Engrg.Rsrch
Employer	State
Appointment Type	03 - Professional
Position Type	UUP Professional
Appointment Term	Term
Temporary Until	
Salary Grade	SL2
Strategic Strength	None Selected Extreme Events: Mitigation and Response

Posting Details

MCEER, UB's Multidisciplinary Center for Earthquake Engineering Research, is a national center of excellence dedicated to the discovery and development of new knowledge, tools and technologies that equip communities to become more disaster resilient in the face of earthquakes and other extreme events. It is a pivotal leader in the UB 2020 Extreme Events: Mitigation and Response Strategic Strength.

Position Summary

The Business and Financial Staff Assistant will provide support to MCEER and the Center's Business & Contracts Manager in all matters financial (RF, UBF, NYS), i.e., budgeting, purchasing, accounts payable, accounts receivable, personnel appointments, travel procurement and expense reimbursement, etc., with specific responsibility for all above matters involving MCEER's New York State account. This includes: assisting in establishing, monitoring, and reporting on MCEER's overall budget, cost center budgets, research team budgets, and individual project budgets; managing, executing and monitoring purchasing of supplies, services, equipment, etc., involving NYS accounts and according to NYS purchasing guidelines; assisting with management and oversight of all financial activity for the Center, overseeing all matters involving NYS financial activity; initiating/processing electronic Personnel Transaction Forms (ePTFs) and other paperwork for employee appointments, changes, salary adjustments, etc.; providing Center-wide travel support for MCEER management and staff according to NYS travel guidelines, as well as the same for CSEE and SEESL faculty and staff, on all funding lines; and

#1100167

assisting with budgetary support on project funding proposals, as required.

Minimum Qualifications

Associate's degree or equivalent.
Three to five years related work experience in a business and financial support capacity.
Requires experience in budgeting, purchasing, accounts payables and receivables.

Preferred Qualifications

Bachelor's degree preferred.
Experience with the University at Buffalo's Strategic Information Reporting Initiative (SIRI) and Research Foundation's PI Award Interface (PIAI) systems is desirable.
Background with human resources and travel support is desirable.

Physical Demands

Salary Range \$36,737 - \$45,000 (.97 FTE)

Multiple Positions Available? No

Work Hours 8:30 am - 5 pm
Monday - Friday

FTE 0.97

Campus North Campus

Special Instructions to Applicants

Required Applicant Documents Cover Letter
Contact Information for References
Resume

Optional Applicant Documents

Contact Information for Reference Letters

Contact Information

Contact Name Donald Goralski

Contact Title Chief of Staff

Contact Phone (716) 645-5151

Posting Dates

Internal Posting Date 03-25-2011

Internal Closing Date 04-08-2011

External Posting Date 04-09-2011

External Closing Date 05-08-2011

1100167

Date to be Filled

ASAP

**For questions or assistance, please contact the Human Resources Service Center at
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Posting Preview

Position Information

Position Information

Position Title	Academic Scholar
Classification Title	Academic Scholar
Posting Number	1100183
Department	0474-Neurology
Employer	Other
Appointment Type	02 - Faculty
Position Type	No Response
Appointment Term	Term
Temporary Until	
Salary Grade	
Strategic Strength	None Selected

Posting Details

Position Summary	Provide neurology/stroke/critical care inpatient and outpatient services. Teach medical students, residents and fellows. Conduct vascular neurology research studies.
Minimum Qualifications	M.D. degree, BC/BE in Neurology/Vascular Neurology.
Preferred Qualifications	
Physical Demands	
Salary Range	NS
Multiple Positions Available?	No
Work Hours	
FTE	0.00
Campus	Millard Fillmore Hospital (Gates Circle)
Special Instructions to Applicants	
Required Applicant Documents	Cover Letter CV

#1100183

Optional Applicant Documents

Contact Information for Reference Letters

Contact Information

Contact Name Lisa A Ressman CPA
Contact Title
Contact Phone 716-878-2495

Posting Dates

Internal Posting Date 04-06-2011
Internal Closing Date Open Until Filled
External Posting Date 04-06-2011
External Closing Date Open Until Filled
Date to be Filled ASAP

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu

Posting Preview



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Position Information

Position Information

Position Title	Clinical Assistant Professor
Classification Title	Clinical Assistant Professor GFT
Posting Number	1100191
Department	0470-Medicine
Employer	State
Appointment Type	02 - Faculty
Position Type	UUP Faculty
Appointment Term	Term
Temporary Until	
Salary Grade	NS
Strategic Strength	None Selected

Posting Details

Position Summary	Academic Physician in Pulmonary/Critical Care/Sleep Medicine including patient care; resident and fellow education and training; and clinical research. Clinical care focus is the medical management of adult cystic fibrosis patients.
Minimum Qualifications	MD Degree BC/BE Internal Medicine BC/BE Pulmonary Medicine NYS License Eligible
Preferred Qualifications	BC/BE Pediatrics Cystic Fibrosis Training
Physical Demands	
Salary Range	Competitive
Multiple Positions Available?	No
Work Hours	
FTE	0.50
Campus	
Special Instructions to Applicants	

1100191

Required Applicant Documents

Cover Letter
CV

Optional Applicant Documents

Contact Information for Reference Letters

Contact Information

Contact Name Judith Fadel
Contact Title Resource Manager
Contact Phone (716) 898-4805

Posting Dates

Internal Posting Date 04-07-2011
Internal Closing Date Open Until Filled
External Posting Date 04-07-2011
External Closing Date Open Until Filled
Date to be Filled Immediately

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu



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University at Buffalo, please visit:
www.UBJobs.buffalo.edu.

REPOST

Posting Preview

Position Information

Position Information

Position Title	Developer
Classification Title	Lead Programmer-Analyst
Posting Number	1000706
Department	0009-Enterprise Application Services
Employer	State
Appointment Type	03 - Professional
Position Type	UUP Professional
Appointment Term	Term
Temporary Until	
Salary Grade	SL3
Strategic Strength	None Selected

Posting Details

Position Summary

Develop, test, maintain and document application programs for major administrative systems. Analyze and develop customer specifications. Understand and apply various programming languages such as Perl, Java, C or C++ or PeopleTools. Construct shells and/or scripts to be used on UNIX, IBM mainframe and PC platforms. Understand contemporary web development techniques. Participate in code reviews and quality assurance. Complete all necessary internal and external documentation for tasks performed. Apply server-based programming techniques which could include triggers and stored procedures associated with Oracle.

Minimum Qualifications

A Bachelor's degree in Management Information Systems or a related field is required. One to three years of experience in the Information Systems field is required. The experience should encompass relevant aspects of information technology in support of application development and should include experience in a comparable environment, the incumbent must possess excellent communication and problem solving skills.

Preferred Qualifications

Physical Demands

Salary Range	\$55,000-\$60,000
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Multiple Positions Available?	Yes
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Work Hours

#1000706

FTE 1.0
 Campus North
 Special Instructions to Applicants
 Required Applicant Documents Cover Letter
 Resume
 Optional Applicant Documents Resume/CV
 Cover Letter

Contact Information for Reference Letters

Contact Information

Contact Name Susan Bagdasarian
 Contact Title HR Partner
 Contact Phone 645-8100

Posting Dates

Internal Posting Date 04-07-2011
 Internal Closing Date 04-30-2011
 External Posting Date 04-07-2011
 External Closing Date 04-30-2011
 Date to be Filled ASAP

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu



Posting Preview

To apply for positions at the University at Buffalo, please visit:
www.UBJobs.buffalo.edu

Position Information

Position Information

Position Title	Clinical Faculty School Library Media
Classification Title	Clinical Assistant Professor 10
Posting Number	1100170
Department	0316-Library and Information Studies
Employer	State
Appointment Type	02 - Faculty
Position Type	UUP Faculty
Appointment Term	Term
Temporary Until	
Salary Grade	NS
Strategic Strength	None Selected

Posting Details

This is a one (possibly two) year appointment.

Position Summary

Responsibilities:

- Teach 3 course sections a semester, both online and seated sections (course releases for grant writing and research can be considered); contribute to ongoing development of the curriculum;
- Develop and administer the library media specialist online cohort program within the Graduate School of Education framework under the overall direction of the director of the library media specialist program;
- Undertake active recruitment, respond to email and phone inquiries, review applications, and mentor students in the cohort;
- Participate in department and school committees and other administrative duties as assigned.

Minimum Qualifications

Qualifications:

- Experience as a school librarian in a K-12 environment and demonstrated understanding of inquiry-based learning and 21st century skills;
- Demonstrated knowledge of, and experience in, instructional technology and its integration into the curriculum in K-12 education media;
- Experience teaching online courses or extensive experience with online and Web 2.0 technologies;
- Knowledge of the requirements for library media specialist certification in New York State (or needs to quickly acquire this knowledge).
- Earned doctorate completed or near completion.

Preferred Qualifications

Completed doctorate preferred

1100110

Physical Demands

Salary Range \$55,000

Multiple Positions Available? No

Work Hours

FTE 1.00

Campus

Special Instructions to Applicants

Required Applicant Documents
Cover Letter
Contact Information for References
Teaching Statement
CV

Optional Applicant Documents

Contact Information for Reference Letters

Contact Information

Contact Name Carole Novak-Lewis
Contact Title Assistant to the Chair
Contact Phone 7166451475

Posting Dates

Internal Posting Date 03-30-2011
Internal Closing Date Open Until Filled
External Posting Date 03-30-2011
External Closing Date Open Until Filled
Date to be Filled August 1, 2011

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu



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University at Buffalo, please visit:
www.UBjobs.buffalo.edu

REPOST

Posting Preview

Position Information

Position Information

Position Title	Professor and Chairman of Neurology
Classification Title	Professor and Chairman (Medicine)
Posting Number	1000124
Department	0474-Neurology
Employer	State
Appointment Type	02 - Faculty
Position Type	UUP Faculty
Appointment Term	Continuing
Temporary Until	
Salary Grade	NS
Strategic Strength	None Selected

Posting Details

Leadership

Understands the organizational landscape and is able to anticipate and articulate the critical issues, opportunities, and threats in the foreseeable future.

Exhibits an appreciation for the need for preparation, collaboration, planning, communication, and benchmarking of results in his/her approach to problem solving and program building.

Is skilled at recruiting and retention, and values the role of leaders in mentoring.

Acts with honor and integrity in personal and professional actions.

Management

Ability to manage a complex organization with success defined according to broadly accepted measures.

Skilled at organizing and managing human resources, including resolving conflict.

Understands and passionately advocates for compliance with institutional and external regulations.

Ability to delegate effectively while maintaining focus on strategy and overall goals.

Understands the nuances of administration of educational and research activities.

Has participated in the management of a clinical enterprise and

demonstrates an understanding of the issues involved.

Mission Performance

Enthusiastic advocacy for UB's multiple missions and its commitments to gender equity and diversity.

Demonstrates an appropriate understanding of and enthusiasm for each of the three missions of an academic medical organization.

Demonstrates commitment to the teaching mission through didactic activity, participation in curriculum oversight and planning, and developing innovation approaches to education and training.

Understands the broad research mission basic, translational, and clinical and is committed to its growth.

Personal and Interpersonal

A style that fosters and supports change and innovation, with an ability to delegate yet maintain overall control and to set high standards.

Exhibits self-awareness, humility, and empathy in his/her interactions with others.

Has the courage to act on convictions after adequate communication and gathering of facts and input.

Exhibits optimism and a high energy level with an orientation towards innovation and action.

Exhibits the values and behavior of a good citizen in his/her actions within the organization at large.

Encourages trust, transparency, and optimism by his/her actions.

Communicates naturally, frequently, and effectively.

Demonstrates cultural sensitivity and a commitment to diversity.

Position Summary

External Activities

Has experience working with leadership of hospitals, faculty practice organizations, research institutes, or other mission-critical institutions as appropriate.

Demonstrates, or exhibits the apparent ability to build productive relationships with alumni, donors, government leaders, and related external stakeholders.

Demonstrates sensitivity to the culture, needs, and aspirations of the community.

Relevant Experience

A distinguished record of research, teaching, clinical care and administration that is recognized nationally.

Has participated in the management of a large, complex, clinical enterprise and demonstrates an understanding of the issues involved.

A visionary and strategic leader with knowledge and experience in academic institutions, health centers, and teaching hospitals.

Demonstrated experience as a leader who inspires faculty and staff to work together to maximize the potential of the department.

Understands clinical medicine from the perspective of personal clinical practice experience.

Demonstrated experience in fiscal management.

Knowledge of the value of health-related research and education and the capability to help integrate the medical school and the clinical enterprise.

Doctor of Medicine or Osteopathy degree and a Diplomate of the American Board of Psychiatry and Neurology

Minimum Qualifications Outstanding record of scholarly achievement in an academic medical center as a clinician, educator, scientist and medical administrator
Recognition in the field of neurology as evidenced by involvement in clinical societies at a national level
Credentials for appointment at Associate or Full Professor level

Preferred Qualifications

Physical Demands

Salary Range Negotiable

Multiple Positions Available? No

Work Hours

FTE 1.00

Campus Buffalo General Hospital

Special Instructions to Applicants

Required Applicant Documents Cover Letter
CV

Optional Applicant Documents

Contact Information for Reference Letters**Contact Information**

Contact Name Glenn Davis, MD

Contact Title

Contact Phone 215-656-5321

Posting Dates

Internal Posting Date 03-29-2011

Internal Closing Date Open Until Filled

External Posting Date 03-29-2011

External Closing Date Open Until Filled

Date to be Filled ASAP

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu

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University at Buffalo, please visit:
www.UBJobs.buffalo.edu.

Posting Preview

2nd REPOST

Position Information

Position Information

Position Title	Instrument Technician and Instructor
Classification Title	Instructional Support Technician
Posting Number	1100065
Department	0208-Music
Employer	State
Appointment Type	03 - Professional
Position Type	UUP Professional
Appointment Term	Term
Temporary Until	
Salary Grade	SL3
Strategic Strength	None Selected

Posting Details

Position Summary

The incumbent will provide technical support and instruction in musical instrument maintenance and care including, but not limited to: Concert and performance preparation (including moving and setting up primarily keyboard instruments) and instrument tuning for department events and festivals (for example, June In Buffalo); routine tuning and maintenance for approximately 100 department studio & practice room pianos and other keyboard instruments; curator of Stee (Fisk) Organ; and manage instrument repair shop for Music Department. Incumbent will teach occasional courses (grad and undergrad) in general instrument maintenance. Incumbent will explore avenues to integrate and/or transition to new technologies when appropriate as well as provide support for electronic instrumentation (keyboards, etc.) and for recording performances and practice sessions.

Minimum Qualifications

Bachelor's Degree in Music or related field. Three to five years experience in piano technology. Computer skills and experience with electronic instrumentation (keyboards, etc.). Strong verbal and written communication skills including the ability to interact in a professional manner with visiting scholars and artists, faculty members, staff, and students.

Preferred Qualifications

Master's Degree in Music or related field preferred. Registered Piano Technician (RPT) designation with the Piano Technicians Guild, and/or involvement with other relevant professional associations. Experience in management of a keyboard inventory in a college/university setting. Experience with electronic keyboards/synthesizers/samplers.

Physical Demands

Salary Range \$40,661

Multiple Positions Available? No

Work Hours Will require some evening and weekend work depending upon Department and Festival rehearsal and performance needs.

FTE 0.95

Campus North

Special Instructions to ApplicantsRequired Applicant Documents Cover Letter
Resume

Optional Applicant Documents

Contact Information for Reference Letters**Contact Information**

Contact Name Dusti Dean

Contact Title Assistant to the Chair

Contact Phone 716-645-0620

Posting Dates

Internal Posting Date 02-01-2011

Internal Closing Date 02-15-2011

External Posting Date 02-16-2011

External Closing Date 04-30-2011

Date to be Filled ASAP

For questions or assistance, please contact the Human Resources Service Center at (716) 645-7777 or e-mail HRAdmin@buffalo.edu

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory, a multidisciplinary research laboratory supporting world class scientific programs utilizing state-of-the-art facilities. Stony Brook University Medical Center is Suffolk County's only academic medical center and tertiary care provider. Many opportunities exist for collaborative research, and in some cases, joint appointments with BNL or with Medical School departments.

Descriptive Title: Residence Hall Director (Multiple positions)

Budget Title: same as above

Department: Campus Residences (Residential Programs)

Grade: SL.2

REF#: WC-S-6762-11-04-S

State Professional Position

State Line#: Various

Campus: Stony Brook West Campus/HSC

Salary: 12 Month Salary Rate:\$38, 149 / Annual @ 1.0 FTE

10 Month Salary Rate:\$31, 791/ Annual @ 1.0

FTE

Required Qualifications: Bachelor's Degree. One year full time professional residence hall experience.

Preferred Qualifications: Master's Degree in Higher Education, College Student Personnel, Counseling, Education or other equivalent field.

Brief Description of Duties: The Residence Hall Director (RHD) is responsible for the overall management of a residence hall or apartment complex housing between 220-500 residents. The RHD strives to establish an environment that fosters academic achievement, personal development, and the physical comfort and safety of the residents. Additionally, the RHD serves on departmental committees aimed at achieving departmental goals.

- Student Staff Supervision-Assists in the recruitment, selection, and evaluation of student staff members. Provides direction, support, and development for student staff through daily supervision and regular staff meetings. Participate in the development and implementation of departmental programs and activities.
- Committee Responsibilities-Serve on a departmental standing committee as well as other departmental and university committees as needed.
- Counseling and Advising-Handle immediate crisis situations and provide informal counseling. Serves as resource/referral agent for campus and community resources such as the Counseling Center, Student Health Center, University Police, Financial Aid, etc. Serve as advisor to building and apartment hall council and other student groups.
- Community Standards-Interprets, develops, and enforces policies for the residence hall or apartment complex. Establishes and maintains expectations of behavioral standards. Serves as hearing officer for student conduct cases. Serves as student advisor for higher-level judicial hearings.
- Academic Collaboration- Teach a credit bearing course, as applicable, such as FYS 101; assist with Undergraduate College activities and Living Learning Centers as relevant.
- Programming- Promotes a wide variety of social and educational programming to residents.
- Facilities Management-Maintains inventory of furnishings and equipment within the building or apartment. Assess and report damages to individual rooms and common areas. Maintains daily contact with maintenance and custodial service requests. Report and follows-up with safety and security concerns of the facility. Supports resident initiatives for facility improvement.
- Summer Duties- The incumbent will work through the summer. Duties will include one or more committee assignments, assisting with summer orientations, and coordinating one summer program

Special Notes: These are temporary positions subject to one year re-appointment renewable annually, not expected to exceed three years. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. **Night and weekend work is required. **Applications will be accepted until the position is filled.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a State employment application, cover letter and resume to:

Joseph Vece

Professional Staff Recruitment
Residence Hall Director(6762) Search
Division of Campus Residences
100 Circle Road
Stony Brook University
Stony Brook, NY 11794-4444
Fax: (631) 632-9211

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/09/2011**, unless specifically noted otherwise in the Special Notes Section.

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR.
IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.
IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-7786. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Job Category: B) Administrative and Professional
Positions (excluding teaching and patient/clinical care).
Additional Categories:

Posting Date: 04/10/2011

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Descriptive Title: Quad Director (Temporary)
Budget Title: Assistant Director of College Housing
Department: Campus Residences (Residential Programs)
Grade: SL.3

REF#: WC-S-6764-11-04-S
State Professional Position
State Line#: 43013

Campus: Stony Brook West Campus/HSC
Salary: \$42, 801 - \$51, 980

Required Qualifications: Master's degree. Three years of full time residence hall staff experience. Supervisory experience.

Preferred Qualifications: Master's degree in Higher Education, Student Personnel, Counseling or Social Work.

Brief Description of Duties: The Quad Director reports to the Associate Director of Residential Programs and is responsible for the general administration of a group of three to five residence halls housing approximately 1,000 students. The responsibilities include: training, supervision, development, and evaluation of 3-5 residence hall directors. As a member of the departmental senior staff, the quad director is responsible for overseeing the administrative and management functions of the quad, as well as assisting in the development of coordinating the administrative, programmatic and academic functions of an Undergraduate College and will work with a team of advisors and faculty members in enhancing opportunities for students to connect intellectually inside and outside the classroom.

- Staff Supervision – Develops performance standards, supervise, train, and evaluate assigned professional, clerical and student staff.
- Committee Responsibilities - Chairs or serves on departmental and university committees as needed.
- Academic Support and Student Success – Design, develop and implement programs and activities that lead to student success and persistence and facilitate access to academic and co-curricular resources on the campus.
- Administration and Operation – Oversees the quad office management. Monitors office systems and operations, including information dissemination, inventory, and databases. Creates and implements policies and procedures. Coordinates Housing assignments, communicates maintenance and facility issues and concerns.
- Counseling and Advising – Handles immediate crisis situations and provides informal counseling. Serves as resource/referral agent for campus and community resources such as the Counseling Center, Student Health Center, University Police, Financial Aid, etc. Advises student groups.
- Community Standards - Interprets, develops, and enforces policies for the residence hall or apartment complex. Establishes and maintains expectations of behavioral standards. Manages student conduct activities in the residence halls and maintains records. Serves as hearing officer and appeal officer for student conduct cases.
- Programming - Promotes a wide variety of social and educational programming to residents. Manages quad wide programming efforts and maintains records.

Special Notes: This is a full -time temporary one year (1) appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. **Night and weekend work is required. A furnished on-campus apartment will be provided to incumbent. ** Resumes will be accepted until the position is filled but priority will be given to those resumes received by May 9, 2011.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a State employment application, cover letter and resume to:

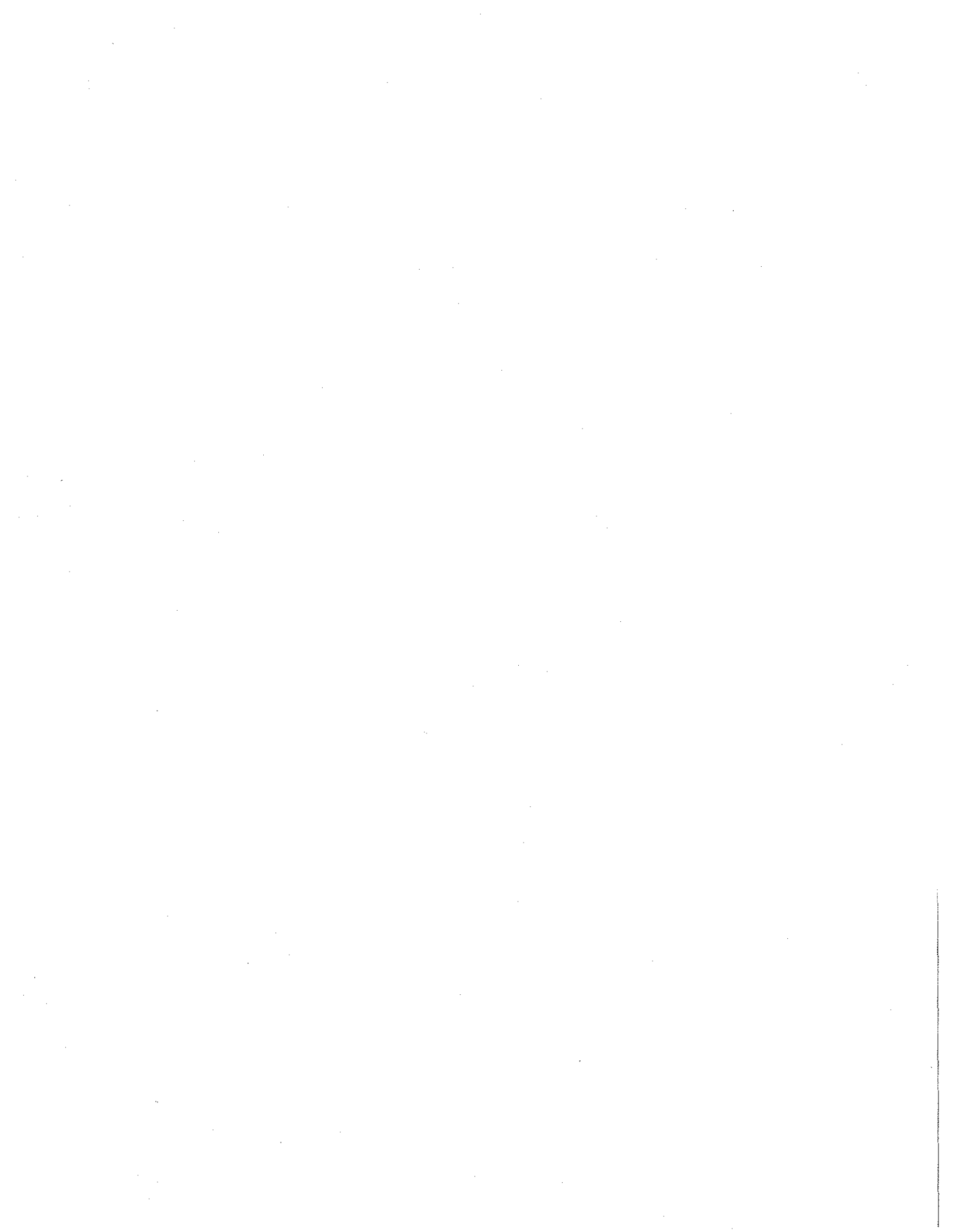
Theresa Diemer
Quad Director (6764) search
Campus Residences, G Quad
Stony Brook University
Stony Brook, NY 11794-4444
Fax # (631) 632-9211

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/09/2011**, unless specifically noted otherwise in the Special Notes Section.

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Job Category: B) Administrative and Professional
Positions (excluding teaching and patient/clinical care).
Additional Categories:

Posting Date: 04/10/2011



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Descriptive Title: Counselor (2 Positions)
Budget Title: same as above
Department: Counseling and Psychological Services
Grade: SL-3

REF#: WC-S-6750-11-04-S
State Professional Position
State Line#: 48693, 20160
Campus: Stony Brook West Campus/HSC
Salary: \$48,500 - \$57,000

Required Qualifications: M.A. or M.S. in the fields of Clinical or Counseling Psychology from an APA-accredited graduate program. Strong clinical skills, including substantial experience conducting intakes (DSM-IV), emergency assessments and individual and group psychotherapy, and the ability to work well as a member of an interdisciplinary team of mental health professionals who work from an integrative perspective. The ability to work at a quick pace and handle spontaneous work demands while completing projects that require advance planning. Demonstrated commitment to college mental health as a distinct practice that serves both individual students and the broader campus community as evidenced by solid experience with outreach/education to the campus community, as well as clinical practice within a high demand setting requiring time-limited treatment. The ability to provide culturally competent treatment within a setting that serves a diverse student population. The ability to maintain current, accurate documentation and meet all NY State, Federal (HIPAA) regulations, and accreditation in all areas. Psychology licensure in NY State within one year of start date.

Preferred Qualifications: Ph.D. or Psy.D. in Clinical or Counseling Psychology from an APA-accredited program to include candidates who will complete dissertation defense by June 1, 2011 and predoctoral internship hours by August 15, 2011. Clinical database management, experience with programs such as Medcat, Point and Click, and Titanium. Fluent in Spanish, Korean, Japanese and/or Chinese. Proficiency in SPSS. Clinical experience providing empirically-supported treatment (EST) and/or EST-informed interventions (ACT, DBT, IPT, etc.)

Brief Description of Duties: The incumbent will serve as generalists with solid clinical skills in a variety of contexts including emergency on-call, routine intakes, and individual and group therapy. The incumbent will also serve as a member of the Center's training program providing clinical supervision and a seminar to trainees of the Center's APA-accredited Predoctoral Internship Program.

- Provide individual, couple and group psychological counseling/psychotherapy to culturally diverse undergraduate and graduate students on West and East Campus experiencing a wide range of psychological and psychiatric problems with varying levels of severity.
- Provide daytime on-call/risk assessment services for students presenting in crisis including assessment and management of psychiatric and other emergencies, crisis intervention, and referrals for students as needed.
- Provide clinical supervision and one seminar to trainees of the Center's Predoctoral Internship Program and/or Externship Program.
- Participate in research, evaluation and development of services at the CAPS.
- Serve as a resource to the Campus community on student wellness issues as well as CAPS services; participate in outreach programs.

Special Notes: These are full time appointments. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. **Occasional evenings, nights and/or weekends may be required.**

Essential Position: This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such are required to report to work/remain at work even if classes are cancelled, and the campus is working on limited operations in an emergency.

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a 1) State employment application, 2) cover letter, 3) CV, 4) graduate transcript and/or letters from dissertation committee chair and internship training director to confirm June 1, 2011 defense date and August 15, 2011 completion of predoctoral internship hours, and 5) name and contact information for three references for full consideration to:



Laura Valente
Counselor (6750) Search
Campus Residences
100 Circle Road
Stony Brook University
Stony Brook, NY 11794-4444
Fax: (631) 632-9211

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/02/2011, unless specifically noted otherwise in the Special Notes Section.

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR.
IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.
IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-7786. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Job Category: B) Administrative and Professional
Positions (excluding teaching and patient/clinical care).
Additional Categories:

Posting Date: 04/03/2011

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff, including those employed at Stony Brook University Medical Center, Suffolk County's only academic medical center and tertiary care provider. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory (BNL), a multidisciplinary research laboratory supporting world class scientific programs utilizing state-of-the-art facilities such as the Relativistic Heavy Ion Collider, the National Synchrotron Light Source, and the Center for Functional Nanomaterials, and the NewYorkBlue IBM BG/L+P supercomputer, owned by Stony Brook and managed by BNL. Stony Brook is a partner in managing the Laboratory for the Department of Energy, and is the largest institutional scientific user of BNL facilities. As such, many opportunities exist for collaborative research, and in some cases, joint appointments can be arranged.

Descriptive Title: Instructional Technology Support Technician

REF#: WC-S-6757-11-04-S

Budget Title: Instructional Support Technician

State Professional Position

Department: DoIT - TLT

State Line#: 24882

Grade: SL-3

Campus: Stony Brook West Campus/HSC

Salary: \$50,000 - \$60,000

Required Qualifications: Bachelor's degree. In lieu of degree, four years of related full time experience or a combination of education and experience totaling four years may be considered. Two years related experience that would encompass teaching with technology, developing technology workshops, using a course management system, writing computer documentation, integrating common software packages into a teaching curriculum, and assisting users with computer application problems. Good written and verbal communication skills.

Preferred Qualifications: Master's degree in Instructional Technology or Instructional Design. In addition, three or more years of related experience. Significant course work in computer technology or equivalent. Experience supporting Blackboard or similar course management system (CMS). Experience developing websites and/or developing web-based computer tutorials. Familiarity with Windows, Mac and Unix operating systems. Experience teaching at least one college level course (either hybrid or online) utilizing a CMS. Any experience with Adobe Connect, Maple TA, and WebAssign a plus.

Brief Description of Duties: The Instructional Technology Support Technician will be primarily responsible for the support of Stony Brook's Blackboard system. This position is expected to answer faculty Blackboard questions (phone, e-mail, in person, help requests via our Help Desk system) and maintain the Department's Blackboard Help website, as well as our Knowledge base. In addition, the incumbent will teach workshops for faculty on the uses of Blackboard as well as other applications that incorporate teaching and learning with technology. The incumbent will provide consulting assistance to faculty and students in instructional technology applications.

- Support Stony Brook's Blackboard system for faculty and graduate teaching assistant (TA's). This encompasses answering Blackboard support calls, e-mail, help requests received via Footprints (trouble ticket system) and teaching workshops for faculty and graduate TA's.
- Design and teach short seminars on Web site development, microcomputer applications, and on multi-user computer systems for faculty and selected academic classes. Develop methods of identifying appropriate seminars that meet faculty needs.
- Design and develop technical documentation to help students and faculty effectively use Blackboard. This includes documentation for: Posting Course content, utilizing Blackboard Tools to effectively manage a course; incorporating other technology into Blackboard (Wikis/Blogs), and information for students on how to submit assignments. This documentation is to be developed for the web as web pages and web tutorials as well as paper document format such as: lesson plans for and step-by-step handouts. All relevant information must also be added to Footprints, our trouble ticket knowledge base.
- Assist in promoting the services of Stony Brook's Teaching, Learning + Technology Department and coordinate projects with various team members. This includes Web Conferencing systems, Maple TA, and other systems that either integrate with Blackboard or have building blocks.
- Assist in the hiring, training and scheduling of the student consultants who provide consultation on the PC, Macintosh, and UNIX platforms for students and faculty in the public facilities. This also includes reviewing help requests submitted by them.

Special Notes: This is a full time appointment, Monday through Friday, 8:30 a.m. to 5:00 p.m. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously.

****Applications will be accepted until the position is filled.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a State employment application, cover letter and resume to:

Search Chair (6757)
Instructional Technology Support Technician
Department of Teaching, Learning + Technology
Melville Library, Room S1464
Stony Brook University
Stony Brook, NY 11794-3350
Fax: (631) 632-2695

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/02/2011**, unless specifically noted otherwise in the Special Notes Section.

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR.
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IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-7786. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Job Category: I) Information Technology Positions.
Additional Categories: B) Administrative and Professional Positions (excluding teaching and patient/clinical care).

Posting Date: 04/03/2011

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory, a multidisciplinary research laboratory supporting world class scientific programs utilizing state-of-the-art facilities. Stony Brook University Medical Center is Suffolk County's only academic medical center and tertiary care provider. Many opportunities exist for collaborative research, and in some cases, joint appointments with BNL or with Medical School departments.

FAST TRACK

Descriptive Title: Gastroenterologist
Budget Title: Assistant/Associate Professor
Department: Medicine, Division of Gastroenterology/Hepatology

REF#: F-6163-11-04-F
Faculty Position
Campus: Stony Brook West Campus/HSC

Salary: Commensurate with experience

Required Qualifications: M.D. or equivalent. Board Certified in Internal Medicine. Board Certified/Eligible in Gastroenterology. Experience in clinical care and teaching. Must be skilled in a variety of endoscopic procedures.

Preferred Qualifications: Clinical research experience. Gastroenterologist with a particular focus of interest, such as bowel disease, nutrition or liver disease.

Responsibilities & Requirements: The successful candidate will have an active role in the development of the clinical programs of the Division.

Special Notes: Eligibility for tenure will be based upon applicants' qualifications and experience. **Anticipated start date:** As soon as possible. To qualify for a senior faculty appointment, the candidate must meet the criteria established by the School of Medicine ([School of Medicine's Criteria for Appointment, Promotion and Tenure](#)) for appointment, promotion and tenure. ****Applications will be accepted until the position is filled.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a cover letter and current CV to:

Basil Rigas, M.D.
 Chief
 Department of Medicine, Division of Gastroenterology/Hepatology
 Health Sciences Center, T-17, Room 060
 Stony Brook University
 Stony Brook, NY 11794-8173
 Fax: (631) 444-8886

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/02/2011**, unless specifically noted otherwise in the Special Notes Section.

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Job Category: A) Faculty and Librarian Positions.
Additional Categories:

Posting Date: 04/03/2011

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FAST TRACK

Descriptive Title: Professor and Chief of General Surgery

REF#: F-6374-11-04-F

Budget Title: same as above

Faculty Position

Department: Surgery - Division of General Surgery/Trauma/Critical Care/Burns

Campus: Stony Brook West Campus/HSC

Salary: Commensurate with experience

Required Qualifications: M.D./D.O. degree. Board Certified in General Surgery. Eligible for NYS licensure. Current Associate Professor rank and/or eligibility for the academic rank of Professor. Six or more years experience in an academic medical environment.

Preferred Qualifications: Record of success in basic or clinical research.

Responsibilities & Requirements: The Chief of the Division of General Surgery/Trauma/Critical Care/Burns ("General Surgery") reports to the Chairman of Surgery for clinical, administrative, research, and teaching activities of the Division of General Surgery. Responsibilities include:

Clinical:

- Develop and maintain clinical care policies and protocols for the Division, including activities involving, but not limited to: SICU, Burn Unit, operating room, and outpatient units.
- Develop and maintain clinical quality improvement programs for Division activities.
- See patients in the outpatient setting, perform general surgery procedures, and participate in relevant Division call schedules.

Administrative:

- Serve as senior attending in General Surgery with supervisory responsibilities over (currently, five) surgical attendings in the Division of General Surgery.

Teaching:

- Serve as or oversee Program Director for ACGME-approved fellowship in surgical critical care.
- Mentor junior faculty and General Surgery residents in professional growth and development.
- Prepare and deliver lectures to undergraduate and medical students, as well as General Surgery residents and fellows.
- Develop and participate in scholarly activities in the Division, including but not limited to, research conferences, education of students, residents and fellows, grand rounds, etc. in the Department of Surgery.
- Serve on University and national committees relative to specialty and/or editorial boards of specialty related peer reviewed journals.

Research:

- Continued development of clinical and clinical research programs in minimally invasive and bariatric surgery, trauma, and surgical critical care.
- Support and/or develop grant support for research programs.
- Prepare and submit manuscripts to peer reviewed journals; present at national/international meetings.

Special Notes: This is a tenure track position. **Anticipated start date:** As soon as possible. To qualify for tenure and/or a senior faculty appointment, the candidate must meet the criteria established by the School of Medicine ([School of Medicine's Criteria for Appointment, Promotion and Tenure](#)). ****Applications will be accepted until the position is filled.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a cover letter and current curriculum vitae to:

Todd K. Rosengart, M.D.
Professor and Chairman
Department of Surgery
Health Sciences Center, T-19, Room 020
Stony Brook University
Stony Brook, NY 11794-8191
Fax: (631) 444-8947

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 07/01/2011**, unless specifically noted otherwise in the Special Notes Section.

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR.
IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6181 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.
IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-7786. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Job Category: A) Faculty and Librarian Positions.
Additional Categories:

Posting Date: 04/03/2011

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Descriptive Title: Urologist

REF#: F-6748-11-04

Budget Title: Clinical Assistant/Associate Professor

Faculty Position

Department: Urology, Division of Robotic/Laparoscopic Surgery and Oncology

Campus: Stony Brook West Campus/HSC

Salary: Commensurate with experience

Required Qualifications: Board Certified or Eligible Urologist academically-oriented with demonstrated clinical, teaching and research ability. New York State Medical License or eligibility. Experience and interest in Robotic/Laparoscopic Surgery and Oncology.

Preferred Qualifications: Completed fellowship training in Robotic/Laparoscopic Surgery. Academic goals - teaching career. Interest in research.

Responsibilities & Requirements: Provide patient care, education of residents and students, as well as develop and participate in clinical and/or laboratory research.

Special Notes: This is a non-tenure track position. **Anticipated start date:** July 15, 2011. To qualify for tenure and/or a senior faculty appointment, the candidate must meet the criteria established by the School of Medicine (School of Medicine's Criteria for Appointment, Promotion and Tenure). ****Applications will be accepted until the position is filled.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a State employment application, letter of application and a current CV to:

Wayne C. Waltzer, M.D.
Professor and Chairman
Department of Urology
Health Sciences Center, Level 9, Room 040
Stony Brook University
Stony Brook, NY 11794-8093
Fax: (631) 444-6421

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 05/02/2011**, unless specifically noted otherwise in the Special Notes Section.

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Job Category: A) Faculty and Librarian Positions.

Posting Date: 04/03/2011

Additional Categories:

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FAST TRACK

Descriptive Title: Summer Head Camp Counselor (4 positions - hourly)

REF#: WC-S-5555-11-03-F

Budget Title: College Camp Assistant

State Professional Position

Department: Athletics

State Line#: Various

Grade: Summer Temporary

Campus: Stony Brook West Campus/HSC

Salary: \$8.00 - \$15.00 per hour

Required Qualifications: Ability to present proper work authorization papers and the successful completion of one year as Camp Counselor. Effective supervisory, organizational and communication skills. Prior experience working with children.

Preferred Qualifications: Prior experience in working with children between the ages of 5-12.

Brief Description of Duties: This position will provide daily administrative and supervisory support for the summer camp program.

- Supervise and assist campers in the course of their daily educational activities.
- Assist instructors in facilitating respective activities.
- Supervision of Camp Counselors and campers to ensure adherence to daily camp schedules and guidelines.
- Escort campers to and from all educational activities.
- Assist campers with their arrival and departure transition.
- Ensure that Camp Counselors follow all schedules and guidelines and fills in with Camp Counselor activities as required.

Special Notes: These are full time, **summer only, temporary** positions, 37.5 hours per week, Monday through Friday, 8:00 a.m. to 4:30 p.m. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. Camp will be in-session June 27, 2011 through August 19, 2011 (camp will be closed on July 4th.) Incumbents in this classification are responsible for the general welfare of the camp participants. All candidates will be subject to a thorough reference and background check as well as a check pursuant to the NYS Child Safety Act. **Regular and substantial contact with children.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those who are interested in this position and meet the required qualifications should submit a State employment application, cover letter and resume to:

Human Resource Services
State Classified Appointments
390 Administration Building
Stony Brook University
Stony Brook, NY 11794-0751

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 04/29/2011, unless specifically noted otherwise in the Special Notes Section.

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Job Category: J) Summer Employment and Summer Camps Positions.

Posting Date: 03/27/2011

Additional Categories: L) Athletic Positions.

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REVISED - FAST TRACK - SUMMER ONLY

Descriptive Title: Summer Camp Teacher/Precertified
(summer position)

REF#: F-5546-11-03-F

Budget Title: Instructor 10

Faculty Position

Department: Summer Camp, Athletics Division

Campus: Stony Brook West Campus/HSC

Salary: \$3,200 - \$5,000 per period

Required Qualifications: Enrollment in a teacher preparation program leading to New York State Teacher Certification and/or at least one year relevant experience in a school, camp, or supervised teaching setting.

Preferred Qualifications: Bachelor's or advanced degree in Elementary and/or Middle School Education or one year camp experience in an academic setting. Strong communication, organizational and interpersonal skills and a desire to work with campers of all ages. Continuing commitment to professional development and growth. Demonstrated ability to work within a team environment

Responsibilities & Requirements: Teachers must facilitate campers' learning as they participate each week in hands-on activities, camper-designed explorations, and computer-based simulations and investigations that are theme-based. The following duties are essential:

- Develop, prepare and implement the academic curriculum for one weekly theme for all grades K-7, assist in the ordering of necessary materials, as well as supervise co-workers to follow-up your plans.
- Provide six hours daily of academic instruction for eight weeks of camp.
- Foster collaboration among pre-service and in-service teachers and counselors by sharing expertise in the areas of math, science, technology, and the arts, as well as pedagogy, child and adolescent development, and classroom practice.
- Work with campers on broad range of computer-based learning experiences.
- Provide feedback and advice to academic and camp coordinators on key academic issues including the ongoing effort to replicate successful curriculum elements, develop new offerings for campers, and provide suggestions for improvement of existing offerings.
- Attend staff meetings and individual review sessions to provide a forum for feedback on the academic program and evaluation of teacher contributions.
- Ensure safety for all campers during classroom and outdoor instruction.

Special Notes: This is a non-tenure track position. **Start date: June 27, 2011.** This is a temporary appointment. Camp begins 06/27/2011 and ends 08/19/2011 (camp will be closed on July 4th.) Requires attendance at one teacher/counselor orientation session prior to start of camp and one staff meeting during each two week camp session. This is a full time appointment. This is a FLSA exempt position, that is, not eligible for overtime monies. Internal and external search to occur simultaneously. All candidates will be subject to a thorough reference and background check as well as a check pursuant to the NYS Child Safety Act. ****Applications for this position will be considered until 04/29/2011, or until filled subsequently.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those who are interested in this position and meet the required qualifications should submit a State employment application, to:

Janice Maggio
Summer Camp Teacher/Precertified (5546) Search
Department of Summer Camp, Athletics Division
CAMP Sports Complex
Stony Brook University
Stony Brook, NY 11794-3500

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 04/29/2011**, unless specifically noted otherwise in the Special Notes Section.

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Job Category: J) Summer Employment and Summer Camps Positions.

Posting Date: 03/27/2011

Additional Categories: A) Faculty and Librarian Positions.

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Descriptive Title: Summer Camp Teacher/Certified Instructor (summer position)

Budget Title: Lecturer 10

Department: Summer Camp/Athletics Division

REVISED - FAST TRACK - SUMMER ONLY

REF#: F-5547-11-03-F

Faculty Position

Campus: Stony Brook West Campus/HSC

Salary: \$5,000 - \$6,000 per period

Required Qualifications: New York State Teacher Certification. Each service teacher should have one year relevant experience in a school, camp or supervised teacher setting.

Preferred Qualifications: Bachelor's or advanced degree in Elementary and/or Middle School Education or one year camp experience in an academic setting. Strong communication, organizational and interpersonal skills and a desire to work with campers of all ages. Continuing commitment to professional development and growth. Demonstrated ability to work within a team environment.

Responsibilities & Requirements: Teachers must facilitate campers' learning as they participate each week in hands-on activities, camper-designed explorations, and computer-based simulations and investigations that are theme-based. The following duties are essential:

- Develop, prepare and implement the academic curriculum for one weekly theme for all grades K-7, assist in the ordering of necessary materials, as well as supervise co-workers to follow-up your plans.
- Provide six hours daily of academic instruction for eight weeks of camp.
- Foster collaboration among pre-service and in-service teachers and counselors by sharing expertise in the areas of math, science, technology, and the arts, as well as pedagogy, child and adolescent development, and classroom practice.
- Provide feedback and advice to academic and camp coordinators on key academic issues including the ongoing effort to replicate successful curriculum elements, develop new offerings for campers, and provide suggestions for improvement of existing offerings.
- Attend staff meetings and individual review sessions to provide a forum for feedback on the academic program and evaluation of teacher contributions.
- Ensure safety for all campers during classroom and outdoor instruction.

Special Notes: This is a non-tenure track position. **Start date: June 27, 2011.** This is a temporary appointment. Camp begins 06/27/2011 and ends 08/19/2011 (camp will be closed on July 4th.) Requires attendance at one teacher/counselor orientation session prior to start of camp and one staff meeting during each two week camp session. This is a full time appointment. This is a FLSA exempt position, that is, not eligible for overtime monies. Internal and external search to occur simultaneously. All candidates will be subject to a thorough reference and background check as well as a check pursuant to the NYS Child Safety Act. ****Applications for this position will be considered until 04/29/2011, or until filled subsequently.**

The selected candidate must successfully clear a background investigation.

Application Procedure: Those who are interested in this position and meet the required qualifications should submit a State employment application, to:

Janice Maggio
 Summer Camp Teacher/Certified Instructor (5547) Search
 Department of Summer Camp, Athletics Division
 CAMP Sports Complex
 Stony Brook University
 Stony Brook, NY 11794-3500

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 04/29/2011**, unless specifically noted otherwise in the Special Notes Section.

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Job Category: J) Summer Employment and Summer Camps Positions.

Posting Date: 03/27/2011

Additional Categories: A) Faculty and Librarian Positions.



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Vacancy
Announcement

Department:	Financial Aid	Item#:	00158
Budget Title:	Financial Aid Advisor, SL-3	Salary:	\$42,800-\$48,000
Local Title:	Financial Aid Advisor	Fill Date:	May 1, 2011

Description of Duties:

Advise students and parents as to the availability of student aid, types of student aid, processing procedures and other consumer information as it relates to student aid.
Assist in the performance of needs analysis and packaging of student aid. Required to perform needs analysis manually as well as understand the philosophy behind it.
Support admissions and retention activities including, but not limited to, participation at College Nights, Admission's Open Houses and other presentations as needed.
Provide assistance to staff in the proper processing and awarding or coordination of the various aid programs.
Serve as the coordinator for Satisfactory Academic Standards.
Responsible for the maintenance of the Financial Aid webpage and related materials.
Serve as alternate trainer/resource person to office staff in processing Alternative Educational Loans, as well as assist in the processing of these loans.

Required Qualifications:

Bachelor's Degree
One or more years experience working in a Financial Aid Office.
One or more years experience in the packaging of financial aid and/or the advisement of students.
Experience with the SUNGARD Banner System, or similar Financial Aid software.
Knowledge of federal and state financial aid regulations.
Ability to work with a culturally diverse population.
Excellent written, oral, interpersonal and organizational skills.

Preferred Qualifications:

Multiple years experience with the SCT Banner system
Experience in the Federal Direct Stafford Loan Program
Experience in a SUNY college setting
Experience in website maintenance.
Training or experience with Dreamweaver web software, or equivalent.
Experience with or in the coordination of Veteran Affairs Programs, including serving as liaison with the Federal Department of Veteran Affairs and assuming administrative responsibility for the Office of Veteran Affairs.
Experience in the monitoring of federal and state academic progress standards

Apply online at: <https://www.brockportrecruit.org>. Please attach a cover letter, resume and contact information for three professional references. Official transcript showing highest degree earned required. All positions are subject to final budgetary approval.

Posting Dates: March 31, April 14, 2011.

To learn more about The College at Brockport, visit our Web site at: <http://www.brockport.edu>.

State University of New York is an Equal Opportunity/Affirmative Action Employer



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Vacancy
Announcement

Department:	Campus Life	Item#:	TBD
Budget Title:	Student Activities Assistant Director	Salary:	\$42,800 - \$50,000
Local Title:	Assistant Director of Campus Life	Fill Date:	Anticipated start August 2011

Campus Life seeks a flexible, innovative, and self-motivated student development professional to serve as Assistant Director for Programming. The successful candidate will be able to direct and coordinate the programs that serve the educational, social, cultural, and recreational interests of the college and provide students with opportunities to develop leadership and programming skills. Reports to the Director of Campus Life.

Description of Duties:

Supervision of the selection process for student leaders leading campus events and student focused programming initiatives; The coordination and maintenance of standards of excellence for programs; Monitors program budgets, including those covering the program staff and the student programming effort; Provides direction for the planning and promotion of program activities and for the establishment of an ongoing program of leadership development for students and professional development of support staff; Administrative ability; The ability to relate well to student groups; A commitment to the educational goals of program activities; Knowledge of college union philosophy; An understanding of and the ability to apply student development and learning outcomes theories; An awareness of and commitment to the educational and cultural benefits of multiculturalism; Demonstrated ability in advising student groups; The ability to relate the program effort to the total union operation; Willingness to work evenings, weekends, and some occasional holidays (ie: Labor Day, Columbus Day, etc) as the job may require.

Required Qualifications:

Masters degree; Minimum of 3 years professional experience in higher education in the area of campus activities and programming; Supervisory experience; Experience working with a culturally diverse population; Excellent organizational, written and verbal communication skills.

Preferred Qualifications:

Masters degree in Higher Education, Business Administration, or Education; Five plus years of experience in campus activities and/or union operations; Supervisory experience of professionals and students.

Apply online at: <http://www.brockportrecruit.org>.

Two years as a graduate assistant is equivalent to 1 year professional experience.
Please attach a cover letter, resume and contact information for three references.

Official transcripts showing highest degree earned required upon hire.

All positions subject to final budgetary approval.

Posting Dates: April 8, 2011- May 7, 2011.

To learn more about The College at Brockport, visit our Web site at: <http://www.brockport.edu>.
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ANNOUNCEMENT OF PROFESSIONAL VACANCY

SUNY Cortland

**Human Resources Assistant
(Personnel Assistant)**

Description of Duties:

SUNY Cortland invites applications for an entry level Human Resources Assistant. The position serves as the Employment Administrator overseeing the preparation of employment transactions, supporting the physical plant in employment processes, procedures and selection, and managing the classified service staffing process. This position will also serve as the immigration coordinator overseeing visa processing for foreign nationals.

Required Qualifications:

Bachelor's degree in Human Resources or Bachelor's degree with a minimum of one year of experience working in Human Resources; strong verbal communication skills; effective interpersonal skills to work collegially with administrators, staff and faculty; attention to detail; problem solving skills.

Preferred Qualifications:

Experience in higher education preferred.

Minimum starting salary \$40k plus depending on experience plus excellent benefits package.

To Apply:

For consideration, apply online at <https://jobs.cortland.edu/applicants/Central?quickFind=52561>. Preference will be given to application materials received by April 15, 2011.

SUNY Cortland is an AA/EEO/ADA employer.

SUNY New Paltz

External Announcement of PROFESSIONAL VACANCY

Department: University Police

Budget Title: Chief of Police

Local Title: Chief of Police

Classification: MP-3

Requirements: Reporting to the Vice President for Student Affairs, the Chief of Police is directly responsible for overall leadership of the SUNY New Paltz Police Department, including planning, organizing and directing the operations of a fully empowered professional police force. This police force is charged with the protection of people, personal property, state property and the enforcement of state and local laws. The Chief of Police has responsibility for establishing and maintaining operating procedures for law-enforcement activities including crime prevention, communications, patrol, criminal investigations, and training. Additionally, this position oversees the management of special events, law-enforcement information management, departmental budget administration, liaison with external and internal agencies, and public assistance services. Cooperation and coordination of police and public safety services with the Town of New Paltz Police Department is an essential component of this position. Of equal importance is the lead role the Chief of Police takes on behalf of this Department to build a collegial relationship with those that comprise the College community, its students, faculty and staff.

The Chief of Police is directly responsible for the campus compliance of the United States code (20U.S.C 1092(F)) also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act. This position also serves as co-chair of the campus Emergency Response Team (ERT). As co-chair, the Chief of Police shares direct responsibility for managing the campus emergency management plan. Additional responsibilities include serving as an active member and advisor on campus committees including the campus Parking Committee, Campus Safety Committee, and the Town/Gown Committee.

Qualifications:

ESSENTIAL QUALIFICATIONS:

- Minimum 10 years of law enforcement experience including two years at supervisors level, sergeant or higher.

- Certified with New York State Division of Criminal Justice (BMP) as a Police Officer
- Bachelor's degree from an accredited college or university.
- Valid NYS Driver's License - position requires the use of a state vehicle.

One or more of the following may be considered assets:

- Experience as a liaison of a law enforcement agency to community groups
- Training in mediation and/or problem-solving
- Budgetary experience
- Training in NIMS and emergency response coordination

Contact Information: Interested candidates should submit:

1. Letter of interest
2. Resume
3. Contact information for three professional references

Please note search number P11-06 on all materials submitted in connection with this search. Materials may be sent via email to human_resources@newpaltz.edu, or via regular mail to:

SUNY New Paltz
Attn: Search # P11-06
1 Hawk Dr., HR/HAB 203
New Paltz, NY 12561

Deadline: Resumes will be accepted until the position is filled.

Additional Information: We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to the campus.

SUNY New Paltz is a highly selective, public college that is recognized regionally for the strength of its academic programs. It is located in the beautiful Hudson River Valley with easy access to New York City and other nearby recreational and cultural amenities.

Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the University Police Web site for the complete Annual Security Report ("Clery Report") at www.newpaltz.edu/police/securityact.html.

SUNY New Paltz is an AA/EOE/ADA employer.

3/31/2011

ANNOUNCEMENT OF PROFESSIONAL VACANCY
SUNY COLLEGE AT OLD WESTBURY
OFFICE OF HUMAN RESOURCES
P.O. BOX 210, OLD WESTBURY, NY 11568

Applications are invited for consideration for appointment to the following professional/administrative position(s):

Budget Title:	Associate Director of Purchasing	Campus Title:	Director of Purchasing
Department:	Purchasing	Line Number(s):	04108
Professional Rank and Salary	SL5; salary commensurate with experience	Date to be filled:	ASAP
Brief description of duties:			
Direct daily operations of the College's Purchasing Department in accordance to applicable policies, regulations and guidelines. Supervise staff, maintain records, vendor catalogs, contracts, requests for proposals and quotes, as well as required regulatory documents. Prepare and coordinate bidding and negotiation for campus procurements and capital construction projects. Interact with departments, all levels of college administration, faculty and staff as well as vendors, SUNY Central, and Offices of the NYS Attorney General and NYS Comptroller. Train personnel on purchasing policies and procedures and use of regulatory electronic requisition system. Participate in various committees throughout the campus.			
Required Qualifications:			
Bachelor's degree in a business related field and five (5) years experience in a Purchasing Department with contract and request for proposal development and bidding, vendor negotiations, and processing purchase orders required. Additional relevant experience may be considered in lieu of a degree. Must have knowledge of procurement policies and procedures; be computer literate with a proficiency in Microsoft Office applications, including Word and Excel. One year of supervisory experience required.			
Preferred Qualifications:			
Bachelor's degree in a business related field and 6 years experience in governmental procurement, preferably in the State University of New York (SUNY) or City University of New York (CUNY) or another NY State Agency. Three (3) years supervisory or managerial experience, knowledge of procurement policies and procedures, familiarity with electronic purchasing systems, New York State Procurement card program, New York State procurement regulations and State University of New York Construction Fund guidelines, a plus.			
To Apply:			
Send letter of interest, resume and three letters of reference by May 4, 2011 to: SUNY College at Old Westbury, Search Committee: DPUR-SU, Office of Human Resources, P.O. Box 210, Old Westbury, NY 11568; or e-mail application materials as attachments in MS Word format (only if application to include attachments total less than 15 pages) to: hrsearch@oldwestbury.edu			

SUNY OLD WESTBURY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ANNOUNCEMENT OF PROFESSIONAL VACANCY
SUNY COLLEGE AT OLD WESTBURY
OFFICE OF HUMAN RESOURCES
P.O. BOX 210, OLD WESTBURY, NY 11568

Applications are invited for consideration for appointment to the following professional/administrative position:

Budget Title:	Staff Associate	Campus Title:	Assistant to the Dean – Director of Field Experience and Clinical Certification
Department:	School of Education	Line Number(s):	04100
Professional Rank and Salary Range:	SL4	Date to be filled:	July 2011
Brief description of duties:			
<p>Arrange field placements for students. Arrange field placements and clinical experience for all candidates in all programs in the School of Education. Maintain records of field placements and clinical experiences for candidates; work with the assessment office; schedule regular visits in conjunction with the Director of Academic Support Services and Community Relations to the network of partnership schools to maintain and develop relationships. Be in contact with cooperating teachers; coordinate orientation sessions for cooperating teachers, field supervisors and candidates scheduled for clinical experiences. Accept and process candidates' applications for certification. This is a 12 month position.</p>			
Required Qualifications:			
<p>A Master's degree in Teacher Education preparation or a similar area of concentration required. Experience in the area of Teacher Certification required. Experience in a public school setting required. Candidates must have strong organization and communicative skills in written and oral language. Experience working with a culturally diverse campus required.</p>			
Special Notes:			
Send letter of interest, resume, names and telephone numbers of three references to:	Name and Address:	Marrienne LaBozzetta Staff Associate SUNY College at Old Westbury Search Committee: DFP-SU P.O. Box 210 Old Westbury, New York 11568	
	Closing date for receipt of applications:	4/29/11	

SUNY OLD WESTBURY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ANNOUNCEMENT OF PROFESSIONAL VACANCY

State University College of Technology at Canton

TITLE: Director of Admissions
DEPARTMENT: Admissions
SALARY RANGE: Commensurate with Credentials and Experience

DESCRIPTION OF DUTIES:

Reporting to the Vice President for Advancement, the Director of Admissions is responsible for the administration and management of the Office of Admissions and the implementation of innovative and strategic methods to meet the College's enrollment goals.

The successful candidate will serve as the Chief Admissions Officer of the College. The Director is responsible for leadership and systematic development of a campus recruitment and marketing program. The successful candidate will possess analytical skills in order to analyze data and develop information systems requirements to support department goals and plans. The Director will develop and manage office budgets as well as hire, train, supervise and develop personnel. The candidate will be responsible for fostering close cooperation and interaction with internal and external liaisons, including, but not limited to: campus directors, academic leaders, SUNY Enrollment Management personnel, colleagues from other institutions, and guidance counselors.

ABOUT SUNY CANTON:

Three straight years of record breaking enrollment, new career-oriented bachelor's degrees, and new facilities are a few examples of how SUNY Canton is experiencing remarkable success. The College enjoyed a record number of applications in 2010 with more than 5,500 students applying to SUNY Canton and enrolled more than 3600 students in the fall, its highest enrollment in history. In the past ten years, the College has grown 73 percent, up from 2,126 students in 2000. It's nearly doubled in size since enrolling 1,880 students in 1970.

SUNY Canton's growth can be partially credited to the addition of several new in-demand bachelor's degree programs such as sports management, civil and environmental technology, electrical technology, mechanical technology and health and fitness promotion. Today, SUNY Canton offers more than 20 bachelor's degrees in addition to its associate's degrees and one-year certificate program offerings. The College and the personality of the campus are undergoing exciting changes with two new major facilities opening by Fall 2011. A brand-new athletic facility and an apartment-style residence hall will be open in time to welcome incoming and returning students for the fall semester.

REQUIREMENTS:

- Bachelor's degree; master's degree preferred.
- A minimum of 3-5 years experience with an established record of success in leading admission teams;
- An ability to creatively use technology to identify, recruit, admit, enroll and retain students;
- Experience with outreach and recruitment publications and marketing strategies;
- Demonstrated knowledge of student and staff orientation and training;
- Evidence of managing financial and human resources;

- Excellent interpersonal skills and both written and oral communication abilities are essential; and
- Experience in SUNY institutions preferred.

Send letter of interest, resume, and contact information for three professional references by e-mail to hr@canton.edu or by US mail to:

Director of Admissions Recruitment Committee
Human Resources Department
SUNY Canton
34 Cornell Drive
Canton, NY 13617

CLOSING DATE FOR Review of applications will commence April 15, 2011 and will continue
RECEIPT OF APPLICATIONS: until the position is filled.

SUNY Canton, a unit of the State University of New York, is an affirmative action, equal opportunity employer. SUNY Canton is building a culturally diverse and pluralistic faculty and staff and strongly encourages applications from minority and women candidates.

Farmingdale State College

Project Staff Assistant

The Research Foundation is a private, non-profit corporation that supports the advancement of education, research, and discovery at the State University of New York (SUNY). Established in 1951, the RF carries out its responsibilities pursuant to a formal contract with SUNY that has been in force since 1977. The RF is tax-exempt under Internal Revenue Code Section 501(c)(3).

Separate from SUNY, the RF is able to form partnerships that enhance SUNY's education, research, and public service mission, and spur economic development across New York State. The primary service offered by the RF is sponsored programs administration. The infrastructure in place for sponsored programs allows for RF to also administer agency funds and assist campuses with establishing affiliated corporations.

Category:	The Research Foundation
Department:	Engineering Technology
Locations:	Farmingdale, NY
Posted:	Apr 08, '11
Type:	Full-time
Ref. No.:	11-28
E-mail to a friend	

Job Description:

Provide physical plant/facility/School of Engineering Technology coordination, including configurations for equipment in the School of Engineering Technology Lupton Hall and the SMART Grid Solar Panel Parking Lot Demonstration. Will assist in planning, installation and maintenance of demonstration equipment. Interfaces with users, vendors and contractors on project matters. Maintains, meters and works with School of Engineering Technologies staff on SMART Grid Program Demonstrations program involving critical equipment and demonstrations. Advises on the use of equipment and materials in the Demonstration settings. Assists in the development of recommendations for Demonstration improvements, web page design and supporting the public outreach and education.

Requirements:

Bachelor's Degree. Experience and working knowledge of Smart grid and or renewable energy systems such as solar, wind, and geothermal.

Master's Degree Preferred.

Additional Information:

This person is full-time annual salary position.

40 hrs a week, 52 weeks a year (minus vacation/sick).

Salary Range: \$23,360 - \$56,000

VISA SPONSORSHIP IS NOT AVAILABLE FOR THIS POSITION

Application Instructions:

All interested candidates need apply by going to <http://farmingdale.interviewexchange.com> and submit a letter of application, resume, and names and contact information for three references.

Applications will be accepted until the position is filled.