

Sample ad documentation for
teaching EB-2/EB-3 requests

Issue date & publication name must be visible.

Entire page can be reduced to an 8.5x11-inch sheet.

OHIO UNIVERSITY

Senior Associate Vice President for Finance and Administration

Ohio University is seeking an outstanding individual with exceptional financial, strategic, operational, and interpersonal capabilities to join the University's senior leadership team as Senior Associate Vice President for Finance and Administration (SAVP). The SAVP reports to the Vice President for Finance and Administration and is responsible for the day-to-day management of the University's finance operations as well as some administrative operations.

Chartered in 1804, Ohio University was the first public institution of higher learning in the Northwest Territory. The establishment of OU in Athens marked the first federal endowment of an educational institution in the United States. Ohio University is home to 11 colleges, including: the College of Arts and Sciences; College of Business; College of Fine Arts; College of Health Sciences and Professions; Honors Tutorial College; Patton College of Education; Russ College of Engineering and Technology; Scripps College of Communication; University College; Graduate College; and the Heritage College of Osteopathic Medicine. At six campuses and in 2 centers, OU has 1,075 full-time faculty and 794 part-time faculty and employs 3,550 full- and part-time staff. The University has an FY 2013 operating budget of \$686 million.

The SAVP is responsible for fiscal planning, financial records and reporting, budget management, management of institutional debt, financial systems and data analysis, and risk management. With the long term goal of succession planning, the SAVP may also lead key administrative groups and advance into the senior finance and administration role. The SAVP also serves as the Treasurer of the Ohio University Foundation, the separate 501(c)3 fundraising arm of OU.

The successful candidate will be a leader and open communicator who has created stakeholder-centered environments that value operational effectiveness. She will have: a history of accomplishment with financial and administrative systems and operations; proven experience with data management and analysis; the ability to develop, refine, and maintain budget and financial systems in a research-intensive university; the ability to work with faculty and professional staff colleagues, and to build common purpose through effective collaboration and information sharing; and proven experience working with a chief executive officer, a governing board, and internal and external organizational constituencies to provide transparent, accurate, and compliant processes. A baccalaureate degree is required and an advanced degree and/or comparable professional experience in the field is preferred.

**Rebecca Kennedy
Brill Neumann Associates, Inc.
Boston, MA
ohioavp@brillneumann.com**

Ohio University is an equal educational opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. For more information on OU, please visit www.ohio.edu.

brillneumann Executive Search Consulting

West Virginia Higher Education Policy Commission

Director of Classification and Compensation

The West Virginia Higher Education Policy Commission -- located in Charleston and serving all of West Virginia's public institutions of higher education -- seeks a Director of Classification and Compensation to provide overall leadership and coordination of statewide classification and compensation initiatives for higher education employees. Bachelor's degree required. Master's degree and Certified Compensation Professional (CCP) preferred.

Position opened until filled.

Application screening begins March 1, 2013.

To review the job announcement and application requirements, please visit www.hepc.wvnet.edu and click the Jobs Link.

Equal Opportunity/Affirmative Action Employer.

University activities, including medical student, house staff and fellow teaching responsibilities, such as lectures, conferences and teaching of Physical Diagnosis, M.D. or equivalent, Louisiana License of eligible BLS/ACLS/Certification. Preference will be given to physicians with skills in ERCP and Endoscopic Ultrasound examinations. Send curriculum vitae to Paul Jordan, M.D., Department of Medicine, Louisiana State University Health Sciences Center, P.O. Box 33922, Shreveport, Louisiana, 71130-3922, phone 318-675-5922, fax 318-674-7176, or email: pjordan@lsuhsc.edu. EEO Employer/Affirmative Action Employer.

Program: The Nursing Program of the School of Nursing and Health Sciences at

La Salle University is seeking to fill two nursing faculty tenure-track positions for the 2013-2014 academic year. Qualifications include a registered nurse license in the Commonwealth of Pennsylvania, Master of Science degree in Nursing, a demonstrated record of professional and clinical experience, teaching, and curriculum development. Doctoral degree preferred. An earned doctorate in nursing or related field is required for tenure-track. (1) Medical-Surgical Nursing Faculty. Position Experience with undergraduate nursing education in clinical and classroom setting preferred. Demonstrated medical-surgical expertise is required. (2) Faculty Simulation Coordinator. Position Additional requirements include teaching experience and an educational background and competency in low, mid, and high fidelity simulation and scenario development. Apply to e-mail: witell@lsu.edu.

Widget Studies: Assistant Professor. Will teach undergraduate and graduate courses and conduct research in widget studies; advise students; and participate in faculty service. Requirements: PhD in widget studies or related field. Interested persons should mail a CV to University of Hawaii at Manoa, Widget Studies Program, 125 Aloha Lane, Honolulu, HI 96822. UHM is an EEO/AA employer.

Physician Assistant, Professor and Medical Physicist. Will teach radiation oncology physics, radiation safety and new systems and techniques in physics/physician with, and develop and update clinical physics procedures; interface with physician and demonstrate in computerized treatment planning, development, maintenance and upgrade of quality assurance programs for all external beam treatment machines and treatment planning systems; oversee implementation of new treatment devices; develop and update brachytherapy dose calculation protocols; participate in departmental committees, university activities and professional societies. M.S. or Ph.D. in Medical Physics, Radio Diagnosis, or Nuclear Medicine required. 3 years experience as clinical physicist or graduate of physics residency. Must be board certified/board eligible by the American Board of Radiation Oncology Medical Physics in Radiation Oncology Department, University of Mississippi Medical Center, 2500 North State Street, Jackson, MS 39216. EOE. M/F/D/P. Must respond within 30 days and refer to job # 2490.

East Carolina University

Greenville, North Carolina

Vice Chancellor for Advancement

East Carolina University is pleased to announce its search for a new vice chancellor for advancement. As a key member of the chancellor's executive team, the vice chancellor will provide leadership by managing the advancement infrastructure and raising the resources necessary to ensure long-term success.

Having just completed a successful capital campaign, raising \$219M, East Carolina University (ECU) has become a technological innovator, an engine of economic development, and a hotbed of discovery. With 140,000 living alumni, ECU has served the people of North Carolina and the nation for more than a century. ECU is a national leader in the health sciences, an engine for regional transformation, and prides itself on service and community engagement. The university was recently recognized nationally with the C. Peter McGrath award for community engagement and The Freedom Award for service to the military.

Enrolling nearly 28,000, the university includes the founding College of Education, which has been joined by the Thomas Hamill College of Arts and Sciences, as well as the colleges of business, fine arts and communication, health and human performance, human ecology, and technology and computer science. The Division of Health Sciences includes the School of Allied Health Sciences, the Brody School of Medicine, the College of Nursing, and the new School of Dental Medicine.

Responsible for all institutional fundraising and the creation and maintenance of relationships with all critical external constituencies, the vice chancellor will work with the university, athletic, and medical foundations, as well as the alumni association, to develop and to implement an integrated strategic plan for maximizing institutional advancement.

The position requires the demonstrated ability to work effectively with university leadership, volunteer boards, alumni, and community constituencies. The ideal candidate will be able to design, develop, and coordinate a comprehensive campaign while at the same time building a strong and efficient organizational team. Strong institutional leadership is required for the position. An advanced degree and university experience are preferred.

Confidential inquiries, nominations and applications may be sent to the university's consultants: Dennis Barden and Alice Miller, at ECUVCUA@wtkieffer.com. Candidates should submit a cover letter describing their interest in and qualifications for the position and a resume.

An equal opportunity/affirmative action employer that accommodates the needs of individuals with disabilities.

WITT / KIEFFER

Political Science: Korean Politics. Assistant Professor, Korean Politics, Department of Political Science, College of Social Sciences, University of Hawaii at Manoa, position #17943. Research appointment, permanent, general funds, full-time, tenure-track, to begin August 1, 2013, subject to position clearance and availability of funds. Duties: Teach undergraduate and graduate courses in Korean Politics as a primary focus for research, with a theoretical background in international relations, comparative politics, international political economy, or cultural studies. Preferred areas of specialization may include: political economy, gender, development, postcolonialism, or the environment; conduct and publish research; share in advising; contribute to departmental, college, and community life; seek extramural funding and maintain an active research. Minimum Qualifications: Ph.D. in Political Science or a related field from an accredited college, university or foreign equivalent. PhDs with all requirements for degree completed by August 1, 2013 will be considered. Demonstrated ability as a teacher in political science, with a focus on Korean Studies; record of scholarly achievement or promise of future achievement in chosen area of research. Language proficiency in Korean required. Desirable Qualifications: Applicants should have a demonstrated research program in theoretical and empirical analysis of Asian politics. We seek critically oriented scholars with interdisciplinary or trans-disciplinary approaches whose work pays attention to the intersections of international relations theory and international security, international political economy, international environmental politics, and human rights broadly conceptualized. Asia-Pacific focus is desirable. The ability to contribute to one or more of the other parts of the Department's curriculum such as political theory, law and politics, comparative politics, and indigenous politics is also highly desirable. Selected candidate should be commensurate with qualifications and experience. Salary Range: Salary commensurate with qualifications and experience. To Apply: Send a dossier that includes a curriculum vitae, cover letter stating how you satisfy the maximum and desirable qualifications, a sample course syllabus, a statement of teaching philosophy, up to three relevant publications, and three letters of recommendation, to: Debra Halbert, Chair, Political Science Department, 640 South Hall, University of Hawaii at Manoa, 2424 Māhale Way, Honolulu, HI 96822. Inquiries:

NJIT
New Jersey Science & Technology University

Assistant Director of Special Events

The Assistant Director assists the Director of Special Events in providing a full array of services related to the development, management and execution of events on/off campus. Acts as the designated person for the university events calendar, budget reports, University Club logistics and serves as chair to the Commencement Committee. Works with members of the university community on assignments designated by the VP of University Advancement such as, but not limited to, commencement, conferences, dedications, dinners and fund-raisers. In the absence of the Director, they will assume full responsibility for the office. Must work flexible hours as needed including weekends.

Prerequisite Qualifications: Bachelor's degree in a related field with at least two years of related event coordination experience. Strong aesthetic sense; excellent planning, communication and organization skills; computer and social media literacy. To apply, go to <http://njit.jobs> and search using posting number 0601325.

NJIT is an Equal Opportunity Employer.

NEW JERSEY INSTITUTE OF TECHNOLOGY
UNIVERSITY HEIGHTS, NEWARK, NJ 07102-1982

THE EDGE IN KNOWLEDGE

ted to innovative educational strategies and work with students with diverse backgrounds and experiences. Salary Range: Salary commensurate with qualifications and experience. To Apply: Send a dossier that includes a curriculum vitae, cover letter stating how you satisfy the maximum and desirable qualifications, a sample course syllabus, a statement of teaching philosophy, up to three relevant publications, and three letters of recommendation, to: Debra Halbert, Chair, Political Science Department, 640 South Hall, University of Hawaii at Manoa, 2424 Māhale Way, Honolulu, HI 96822. Inquiries:

Must run a full ad that includes employer name ("University of Hawaii"), title, duties, MQs, DQs (if any), & application instructions. Can't summarize the job & then link to the full description on Work at UH.

Assistant Professor of Psychology

Waldorf College in Iowa

- [Save](#)
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Deadline Open until filled

Date Posted March 15, 2014 ← Posting date must be visible

Type Tenured, tenure track

Salary Not specified

Employment Type Full-time

Waldorf College seeks candidates for a permanent, full-time position in its Psychology Department. Applicants with a background in physiological or cognitive psychology are especially encouraged to apply.

The successful candidate will be expected to teach four courses per semester potentially including the following courses: Cognitive Psychology, Physiological Psychology, Sensation/Perception, Principles of Learning, Human Growth and Development, Research Methods/Statistics and/or seminars in the candidates area of expertise. Responsibilities also include advising undergraduate students and aiding in the ongoing development of the departments growing residential and online Bachelors degree programs in cooperation with the department chair and faculty governance. Appointment begins August 15, 2014.

Candidates should possess the following:

1. Ph.D. completed by August 2014, ABD considered if near completion.
2. Evidence of excellence in teaching at the college level preferred.
3. A strong commitment to the development and welfare of undergraduate students both inside and outside of the classroom.
4. Commitment to continued professional development and involvement of students in undergraduate research.
5. The ability to relate well to students, faculty and staff.
6. Excellent communication skills.
7. A willingness to be responsible for student outcomes.
8. Willingness to meet prospective students and their parents who visit campus.

Waldorf has upheld the Lutheran tradition of excellence in higher education since the college was founded in 1903. This tradition values service to the community, academic excellence, freedom of inquiry, a liberating education, and learning through the exchange of ideas in open conversation. More information about Waldorf College can be obtained at <http://www.waldorf.edu>

Application by persons in under-represented groups is particularly encouraged.

Review of applications will begin May 5, 2014 and continue until position is filled. To apply, please send letter of application addressing the qualifications above, a current vita, teaching evaluation summaries (if available), three letters of recommendation, and copies of graduate transcripts to

Dr. Scott Searcy, VPAA, Waldorf College, 106 S. Sixth Street, Forest City, IA 50436 or via e-mail to academicaffairs@waldorf.edu.

URL



Print date



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Work at UH Advertisement

Title: Assistant Professor (Hospitality Management)

Position Number: 0085897, 0087434

Hiring Unit: School of Travel Industry Management

Location: Manoa

Date Posted: October 28, 2014

Closing Date: Continuous - application review begins December 12, 2014

Salary Information: Salary commensurate with qualifications and experience.

Monthly Type: 9 Month

Tenure Track: Tenure

Full Time/Part Time: Full Time

Temporary/Permanent: Permanent

Funding: General Funds

--> If possible, recruit only 1 rank at a time. If more than 1 rank, then must have a very clear way of distinguishing who's applying for which rank(s). If applicant doesn't specify, then must assume he/she would accept at any rank, even a lower one.

Other Conditions: To begin approximately August 2015.

Duties and Responsibilities

Teach undergraduate and graduate courses in travel industry management and additional subjects based on programmatic need and the candidate's specific expertise.

Courses to be taught to be selected from human resource management/organizational behavior, operation management/strategic management, event/meeting planning, and food and beverage management for the hospitality industry.

Engage in research and scholarly activities leading to publications

Provide professional, university, and department service.

Advise undergraduate and graduate students.

Supervise graduate student research.

Duties, MQs, & DQs have been kept as succinct as possible; DQs are not a lengthy wish list.

Minimum Qualifications

Doctorate from a college or university of recognized standing in a relevant field.

Evidence of teaching ability at the university level.

Evidence of ability to publish research in refereed academic journals.

ABD considered, candidates must submit a letter from their committee chair confirming their expected date of completion. --> Good to include ABD in case selectee doesn't graduate by offer/selection date.

Desirable Qualifications

Record of funded research or experience in one or more of the following: human resource management/organizational behavior, food and beverage management, operation management/strategic management for the hospitality industry, or event/meeting planning.

Experience with web-enhanced and/or distance education.

To Apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, curriculum vitae, graduate transcripts (copies are acceptable but official transcripts are required at the time of hire), names and contact information (including telephone numbers and e-mail addresses) of at least 3 professional references.

Address: Electronic Address: TIMapply@hawaii.edu
Faculty Search
School of Travel Industry Management
2560 Campus Road, George Hall 345
Honolulu, HI 96822

Inquiries: Susan Kikuchi; 808-956-4889; susan.kikuchi@hawaii.edu

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.