




Geneseo



STATE UNIVERSITY OF NEW YORK AT GENESEO



# SUNY Geneseo

## Employment Opportunity Bulletin

This bulletin is published by the SUNY Geneseo Human Resources Department. To apply for any of the positions listed in this bulletin please go to:

<http://jobs.geneseo.edu>

SUNY College at Geneseo, nationally recognized as a center of excellence in undergraduate education, is a public liberal arts college with selected professional and master's-level programs. It combines a rigorous curriculum and a rich co-curricular life to create a learning-centered environment. The entire college community works together to develop socially responsible citizens with skills and values important to the pursuit of an enriched life and success in the world.



## A Responsive Employer

SUNY Geneseo is an outstanding employer that progressively supports the building and enhancement of a community of exceptional faculty and staff. The faculty and staff are valued for their ability to contribute to the myriad of departments and divisions that support the College's mission.

## Values

Geneseo is distinguished by one overriding purpose: to achieve excellence in higher education. The College realizes this through a spirit of cooperation and collaboration among all members of the community.

### Geneseo Values:

- Excellence, and upholds high standards for intellectual inquiry and scholarly achievement;
- Innovation, and affirms a spirit of exploration that fosters continued excellence;
- Community, and embraces the educational aspirations and interests that its members share;
- Diversity, and respects the unique contributions of each individual to the campus community;
- Integrity, and promotes the development of ethical citizens;
- Service to society, and models the qualities it seeks to develop in its students;
- Tradition, and celebrates its long history of collaborative, learning-centered education.



## We invite you to consider employment at SUNY Geneseo!

The most selective institution of the State University of New York, SUNY Geneseo has carved an impressive niche among the nation's public colleges. Consistently rated among the top public universities in the north by U.S. News and World Report, Geneseo's residential campus overlooks the picturesque Genesee Valley, just 30 miles south of the major metropolitan area of Rochester.

Geneseo, New York, in the state's Finger Lakes Region, is 70 miles east of Buffalo. Travel time by car to New York City and to Philadelphia is 6 hours. Travel time to Toronto is 3 hours, and travel time to Cleveland is 4 hours.

## Employment Services

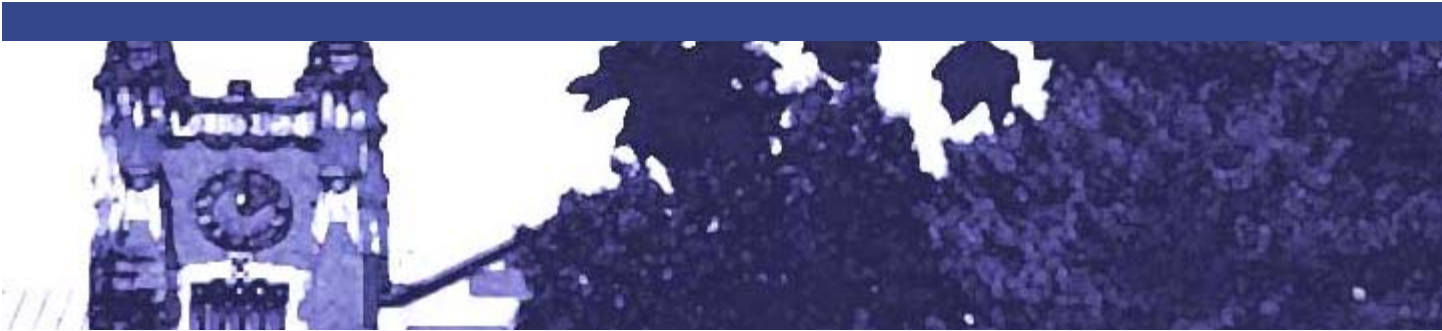
Applying for an open position at SUNY Geneseo involves the easy, convenient use of the College's Online Employment System. Now you can search and apply for positions from any location at any time 24/7. You can create a password protected file to maintain or update your application for current and future job postings.

You can access the Geneseo employment site at <http://JOBS.GENESEO.EDU>. For assistance with the online process, contact the Human Resources Office at (585) 245-5616.

For further information about the College, please go to the home page link <http://www.geneseo.edu>.

SUNY Geneseo is an Equal Opportunity Employer, progressively supports Affirmative Action, and is committed to building and enhancing a diverse community of outstanding faculty, staff, and students. Geneseo maintains a policy of non-discrimination with respect to race, religion, gender, national origin, political affiliation, disability, marital status or sexual orientation in compliance with all federal, state and/or local laws. Decisions with regard to recruitment, hiring, and promotions for all positions will be made solely on the matching of individual qualifications to position requirements.

The College's statement on Community and Diversity is a reaffirmation of Geneseo's commitment to equity of opportunity and the valuing of diversity. The Statement goes beyond the mere assurance of non-discrimination and equity. It reflects SUNY Geneseo's ongoing commitment to strengthening diversity as one of the premier undergraduate public liberal arts colleges in the United States.



**Faculty positions currently available at SUNY Geneseo.**

- Assistant Professor of Psychology
- Assistant Professor or Instructor of Communication

## **Assistant Professor of Psychology**

The Department of Psychology at SUNY Geneseo invites applications for a full-time, tenure-track Assistant Professor position for a biological psychologist beginning Fall 2010. Applicants must show evidence of preparation to teach courses in the biological bases of behavior or cognition, statistics, and behavioral research methods. Opportunities exist to develop courses in applicants' area of specialization. Superior teaching skills and ability to involve undergraduates in research are required. Preference will be given to candidates whose research interests complement our current departmental strengths and who can incorporate a service learning component into courses. Ph.D. in psychology or neuroscience is required at time of appointment.

SUNY Geneseo is a highly selective public liberal arts college with a rich tradition of academic excellence. It is consistently ranked among the best public undergraduate institutions in the country. The campus is located in the historic, pastoral village of Geneseo in the beautiful Finger Lakes region of Western New York, conveniently located close to the city of Rochester. SUNY Geneseo is a member of the Council of Public Liberal Arts Colleges, a national alliance of leading liberal arts colleges in the public sector. The Psychology Department has 16 faculty and about 500 majors and a strong culture of student-faculty collaborative research. Women and minorities are strongly encouraged to apply.

To apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach a cover letter, vita and evidence of teaching effectiveness. The cover letter should address teaching interests and preparation as well as research interests and plans. Evidence of teaching effectiveness may include sample syllabi and/or student ratings of teaching effectiveness. Applicants should arrange for three recent confidential letters of recommendation and graduate transcripts to be sent directly to: Psychology Department Search Committee, Department of Psychology, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454. All applicants are subject to drug and criminal background checks.

To ensure full consideration, complete applications should be received by December 1, 2009. Review will continue until the position is filled. SUNY Geneseo is an Affirmative Action/Equal Opportunity Employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students.

## **Assistant Professor or Instructor of Communication**

The Department of Communication at SUNY Geneseo invites applications for a full-time, tenure-track position at the rank of Assistant Professor or Instructor, beginning August 2010. We seek applicants with expertise in mass communication whose teaching and research competencies include two or more of the following areas: mass media studies, writing for traditional and electronic media, advertising, media convergence, niche communications for target audiences, and free speech issues. Candidates with the Ph.D. or those with scheduled completion dates for the dissertation are welcome to apply. We particularly encourage members of historically under-represented groups to apply. Applicants must demonstrate a potential for excellence in undergraduate teaching, an interest in working with students of diverse backgrounds, service learning, evidence of theoretical and/or applied media research, and a strong commitment to a comprehensive undergraduate curriculum in Communication at an institution with an outstanding liberal arts tradition. Professional experience, interest in the cultural and political impacts of mass media technology, and business communication are desirable.

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To apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach a cover letter, vita, statement of teaching philosophy, sample syllabi, and evidence of teaching effectiveness. Applicants should arrange for three letters of recommendation and copies of official transcripts to be sent directly to: Chair of Search Committee, Communication Department, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454. All applicants are subject to drug and criminal background checks.

To ensure full consideration, complete applications should be received by November 1, 2009. Review will continue until the position is filled. SUNY Geneseo is an Affirmative Action/Equal Opportunity Employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students.



**Management positions currently available at SUNY Geneseo.**

- Chief of University Police

## Chief of University Police

SUNY Geneseo, nationally recognized for its academic and student life programs, seeks a Chief of its University Police Department to oversee the continued transformation of the University Police Department into a model for collegiate law enforcement agencies based on the philosophy of community policing. The Chief of the University Police Department of SUNY Geneseo will be a leader possessing a broad institutional viewpoint; a proven manager; an effective communicator with exceptional interpersonal skills; an effective staff and student advocate; and a committed, collaborative member of the Student and Campus Life management team. As one of seven administrators directly reporting to the Vice President for Student and Campus Life, the Chief is responsible for ensuring that SUNY Geneseo students and staff are free to teach and learn in a safe, secure campus environment, and for encouraging each member of the College community to assume responsibility for the safety and security of themselves and their fellow community members. The position is on call 24/7, including evening and weekend work as events and emergencies require.

The Chief of University Police will: supervise a staff that includes the Assistant Chief, Inspector, Parking Services Manager, three operations supervisors, ten police officers and three service officers; establish long- and short-range goals and objectives for the department; develop and submit budget recommendations; monitor, verify, and reconcile fund expenditures; and devise methods to improve the overall quality of policing at Geneseo.

The successful candidate will possess, at minimum: a bachelor's degree in a related field and a distinguished record of academic achievement; significant managerial experience in law enforcement (ideally in higher education); a comprehensive understanding of the contemporary college student; New York State Police certification (or eligibility for certification); and evidence of success in organizational development. Preferred qualifications include a master's degree and FBI National Academy certification.

Review of applications will begin on April 16, 2010 and continue until the position is filled. Please submit an online professional and management application at <https://jobs.geneseo.edu> and attach a cover letter, resume and contact information for four professional references, one of which must be from a current or former subordinate. All applicants are subject to drug and criminal background checks.

An affirmative action/equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students, SUNY Geneseo strongly encourages applications from women and minorities.



**Professional positions currently available at SUNY Geneseo.**

- Area Coordinator
- Clinical Supervisor in Audiology
- Coordinator, Career Networking Programs
- Residence Director

## Area Coordinator

The Department of Residence Life at the State University of New York at Geneseo is seeking a pool of candidates for the position of Area Coordinator for the 2010-2011 academic year. We seek professionals whose academic interests and experiences include residential education, leadership development, a commitment to diversity, and an understanding of the needs of students transitioning to college. We value colleagues who demonstrate intellectual curiosity and evidence of a commitment to academic excellence. Qualified applicants will have strong written and oral communication skills.

The AC appointment is a full-time, live-in, 12-month position during the academic year. Responsibilities run from August 1, 2010 through July 31, 2011.

Area Coordinators at SUNY Geneseo are educators outside the classroom. We seek a professional staff committed to co-curricular education as a complement to Geneseo students' rich curricular experiences.

ACs at Geneseo live in apartments in their residence halls. They lead and mentor Residence Directors in one of three campus villages. They supervise and train two paraprofessional staffs of RAs, serve in the campus Conduct system, participate in committees across campus, and oversee the residential education of approximately 300 students in two residence halls. The Department of Residence Life currently directs several residential college houses (Dante House, Writers House, Eco House), and seeks to develop Geneseo's residential college system. Summer responsibilities include work with summer school, Orientation, conferences, and housing placement.

Residential students at Geneseo are active in national and regional residence hall organizations; both NEACURH and NACURH have recognized our students' commitment to residence life with awards for campus programs and individual student leaders, including national honors for Geneseo's NRHH chapter. ACs regularly present papers and programs at regional and national Student Life conferences and run leadership workshops on campus. Many ACs also take advantage of opportunities to work collaboratively with other offices of the Division of Student and Campus Life, such as Orientation, First Year Seminars, the College Union & Activities, Greek Affairs, Health and Counseling, and Career Services.

SUNY Geneseo will be screening applicants on campus and at the Western New York Placement Exchange. Applicants should indicate their communication skills through the written materials they submit. All campus interviews will include a prompted presentation on a current issue in student life.

Minimum qualifications include a Master's degree, or significant work towards completion of the Master's degree, and professional or paraprofessional experience in residence life or commensurate experience in student life. Geneseo's strong residential education program requires ACs who think of themselves as educators.

This position requires flexibility of work hours, including some work performed on weekends and evenings. Each Area Coordinator participates in "on-call" duty, requiring periodic overnight monitoring of a duty phone and the ability to respond to emergency situations.

SUNY Geneseo is an affirmative action/equal opportunity employer committed to recruiting supporting, and fostering a diverse community of outstanding faculty, staff, and students.

Review of applications will begin immediately and will continue until the position is filled. To apply, submit an online professional and management application at <http://jobs.geneseo.edu> and attach a cover letter, resume and contact information for three professional references. All applicants are subject to drug and criminal background checks.

## Clinical Supervisor in Audiology

The Department of Communicative Disorders and Sciences at SUNY Geneseo invites applications for a Clinical Supervisor in Audiology beginning August 2010. Responsibilities include on and off campus audiological supervision at the undergraduate and graduate level. Additional responsibilities include advisement of students and committee work. Required qualifications include a master's level degree, the Certificate of Clinical Competency from the American Speech, Language, and Hearing Association in Audiology, eligibility for NYS licensure in Audiology, and a minimum of three years experience in the clinical/university setting.

We are especially interested in candidates with the following preferred characteristics: knowledge of computer applications, evidence of successful team participation, excellent organizational skills, excellent written, oral, and interpersonal communication skills, and effective time management skills. The candidate should be sensitive to the needs of the institution, its employees, students, and clients and have the flexibility to work at various hours. SUNY Geneseo values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply.

SUNY Geneseo is a highly selective public liberal arts college with a rich tradition of academic excellence. It is consistently ranked among the best public undergraduate institutions in the country. The campus of approximately 5000 students is located in the historic, pastoral village of Geneseo in the beautiful Finger Lakes region of Western New York, conveniently located close to the city of Rochester. SUNY Geneseo is a member of the Council of Public Liberal Arts Colleges, a national alliance of leading liberal arts colleges in the public sector.

To ensure full consideration, complete applications should be received by October 31, 2009. To apply, submit an online professional application at <https://jobs.geneseo.edu> and attach a cover letter and vita. Applicants should arrange for three letters of recommendation to be sent directly to: Dale Evan Metz, Ph.D., Chair, Appointments and Promotions Committee, Department of Communicative Disorders and Sciences, SUNY Geneseo, Geneseo, NY 14454. All applicants are subject to drug and criminal background checks.

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For application details, contact Dale Evan Metz, Ph.D., Chair, Appointments and Promotions Committee, Communicative Disorders and Science, SUNY Geneseo, Geneseo, NY, ([metz@geneseo.edu](mailto:metz@geneseo.edu))

## Coordinator, Career Networking Programs

SUNY Geneseo invites applications for its Coordinator of Career Networking Programs. The Coordinator will:

- Evaluate, sustain, expand existing and implement new career networking programming and mentorship - related activities for currently enrolled students involving alumni, parents, faculty/staff, employers and friends of the College
- Solicit full time, part-time, summer employment and internship opportunities
- Support existing counseling of students and, upon request, alumni, on internship, career, job search and graduate school application procedures
- Serve as Career Services Office liaison with Alumni Relations and Parent Relations Offices

### Qualifications:

- Master's in Student Personnel, Higher Education, Counseling or a related field preferred, will consider Bachelor's degree in similar discipline
- One to three years related experience required
- Excellent organizational, communication and collaboration skills required
- Demonstrated success in program/event planning and marketing
- Work experience with college student population a plus
- Understanding of, sensitivity to, and respect for a diverse and inclusive academic environment

This is a full time, 10-month position. The anticipated starting date is January 16, 2010. Review of applications will begin December 12, 2009 and will continue until the position is filled. To apply, submit an online professional application at <https://jobs.geneseo.edu> and attach a cover letter, resume and contact information for three professional references. All applicants are subject to drug and criminal background checks.

SUNY Geneseo is an Affirmative Action/Equal Opportunity Employer and is committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students. Minorities and women are strongly encouraged to apply.

## Residence Director

The Department of Residence Life at the State University of New York at Geneseo is seeking a pool of candidates for the position of Residence Hall Director for the 2010-11 academic year. We seek entry-level professionals whose academic interests and experiences include residential education, leadership development, a commitment to diversity, and an understanding of the needs of students transitioning to college. We value colleagues who demonstrate intellectual curiosity and evidence of a commitment to academic excellence. Qualified applicants will have strong written and oral communication skills.

The RD appointment is a full-time, live-in, 10-month position during the academic year. Responsibilities run from August 1, 2010 through May 31, 2011.

Residence Hall Directors at SUNY Geneseo are educators outside the classroom. We seek a professional staff committed to co-curricular education as a complement to Geneseo students' rich curricular experiences.

RDs at Geneseo live in apartments in their residence halls, supervise and train a paraprofessional staff of RAs, serve in the campus Conduct system, participate in committees across campus, and oversee the residential education of approximately 200 students. The Department of Residence Life currently includes several residential college houses (Dante House, Writers House, Eco House), and seeks to develop Geneseo's residential college system.

Residential students at Geneseo are active in national and regional residence hall organizations; both NEACURH and NACURH have recognized our students' commitment to residence life with awards for campus programs and individual student leaders, including national honors for Geneseo's NRHH chapter. RDs regularly present papers and programs at regional and national Student Life conferences and run leadership workshops on campus. Many RDs also take advantage of opportunities to work collaboratively with other offices of the Division of Student and Campus Life, such as Orientation, First Year Seminars, the College Union & Activities, Greek Affairs, Health and Counseling, and Career Services.

SUNY Geneseo will be screening applicants in on-campus interviews as well as at the Western New York Placement Exchange in March. Applicants should indicate their communication strengths through the written materials they submit. All campus interviews will include a prompted presentation on a current issue in student life.

Minimum qualifications include a Bachelor's degree and professional or paraprofessional experience in residence life or commensurate experience in student life. Geneseo's strong residential education program requires RDs who think of themselves as educators. Preference will be given to candidates with Master's degrees, or those expecting the completion of the Master's degree in 2010-11.

This position requires flexibility of work hours, including some work performed on weekends and evenings. Each RD participates in "on-call" duty, requiring periodic overnight monitoring of a duty phone and the ability to respond to emergency situations.

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Review of applications will begin immediately and will continue until the position is filled. To apply, submit an online professional and management application at <http://jobs.geneseo.edu> and attach a cover letter, resume and contact information for three professional references. All applicants are subject to drug and criminal background checks.



**PT/Visiting Faculty or Staff positions currently available at SUNY Geneseo.**

- Adjunct Lecturer in Business (Pool)
- Adjunct Lecturer in Chemistry (Pool)
- Adjunct Lecturer in Computer Science (Pool)
- Adjunct Lecturer in English (Pool)
- Adjunct Lecturer in Foreign Languages (Pool)
- Adjunct Lecturer in Geography (Pool)
- Adjunct Lecturer in Geological Sciences (Pool)
- Adjunct Lecturer in History (Pool)
- Adjunct Lecturer in Mathematics (Pool)
- Adjunct Lecturer in Physics (Pool)
- Adjunct Lecturer in Psychology (Pool)
- Adjunct Lecturer in Sociology (Pool)

## **Adjunct Lecturer in Business (Pool)**

The School of Business at SUNY Geneseo seeks experienced instructors for adjunct teaching positions that arise on occasion in the following areas: accounting, economics, management.

A Masters degree and teaching or other experience in the relevant field are required. To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a letter of application and vita. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Chemistry (Pool)**

The Department of Chemistry is seeking adjunct faculty to teach chemistry courses in the areas of general and organic chemistry and the associated laboratories. This is a pool posting and applications for adjuncts will be accepted on an on-going basis.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a letter of application and curriculum vitae. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Computer Science (Pool)**

The Department of Computer Science seeks adjunct faculty to teach computer science courses at all levels. This is a pool posting and will remain open until filled. Please note that applicants who have already applied to the pool will continue to be considered for this posting.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a cover letter and resume. The cover letter should indicate what computer science subject or subjects the applicant wishes to teach. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in English (Pool)**

Part-time faculty needed to teach a variety of courses.

A master's degree is required for all faculty who teach these courses.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a curriculum vitae. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Foreign Languages (Pool)**

Part-time faculty needed to teach a variety of foreign language courses including Arabic, Chinese, French, German, Italian, Japanese, Latin, Russian and Spanish. A master's degree and near-native fluency are required for all faculty who teach these courses. Experience teaching at the college-level preferred.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a curriculum vitae. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Geography (Pool)**

The Department of Geography is seeking adjunct faculty to teach geography courses. This is a pool posting and applications for adjuncts will be accepted on an on-going basis.

To apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach letter of application and curriculum vitae. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Geological Sciences (Pool)**

The Department of Geological Sciences seeks to fill a one-semester part-time position, starting August 31, 2009. Duties include teaching a general-education requirement course, GSCI 105-Environmental Science, and instruction of 3 laboratory sections. Lecture meets Tuesday and Thursday, 2:00-3:15pm, and laboratory sections meet Wednesday, 10:00-11:50 am & 2:00-3:50pm, and Thursday, 9:00-10:50am. Minimum of master's degree required. Candidates with teaching experience at college or high school level are preferred.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a cover letter, curriculum vitae and contact information for three professional references. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in History (Pool)**

The History Department at SUNY College at Geneseo is looking for adjunct instructors to teach survey courses in European History and U.S. History, as well as sections of the College's interdisciplinary Humanities Courses. SUNY Geneseo is consistently rated among the top public universities in the north by U.S. News & World Report. Located in the scenic village of Geneseo, the residential campus is just 30 miles south of the major metropolitan area of Rochester and 70 miles east of Buffalo.

Instructors teaching two courses in a semester are eligible for medical, dental, and vision insurance benefits. Interested applicants should submit electronic applications on this website and can contact Dr. Tze-ki Hon, Chair of History, at [hon@geneseo.edu](mailto:hon@geneseo.edu) with any questions. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Mathematics (Pool)**

The Department of Mathematics at SUNY Geneseo is accepting applications for the position of Adjunct Lecturer in Mathematics. Duties will involve teaching one or two mathematics classes as determined by the department's staffing committee. A master's degree, or more, in mathematics or mathematics education is required. Candidates with teaching experience at the college or high school level are preferred.

Interested candidates should submit an online faculty application at <http://jobs.geneseo.edu> and submit a cover letter, a curriculum vita, and a list of references. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Physics (Pool)**

The Department of Physics and Astronomy is seeking adjunct faculty to teach physics courses. This is a pool posting and applications will be accepted on an on-going basis.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a letter of application and curriculum vitae. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Psychology (Pool)**

The Department of Psychology is seeking adjunct faculty to teach psychology courses in future semesters. Available courses may include Introductory Psychology (PSYC 100), Educational Psychology (PSYC 202), Child Development (PSYC 215), Adolescent Development (PSYC 216), Behavioral Research Methods (PSYC 251), and Abnormal Psychology (PSYC 260). Applications to teach any of these courses will be considered. This is a pool posting and will remain open until filled.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a letter of application, curriculum vitae, and sample syllabi. All applicants are subject to drug and criminal background checks.

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## **Adjunct Lecturer in Sociology (Pool)**

The Department of Sociology is seeking adjunct faculty to teach sociology courses. Available courses include introductory level sociology courses (SOCL100, 102 & 105). Applications to teach any one or more of these courses will be considered. Applications for adjuncts will be accepted on an on-going basis.

To apply, submit an online faculty application at <http://jobs.geneseo.edu> and attach a letter of application, vita, evidence of effective teaching and sample syllabi. All applicants are subject to drug and criminal background checks.

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