



# 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

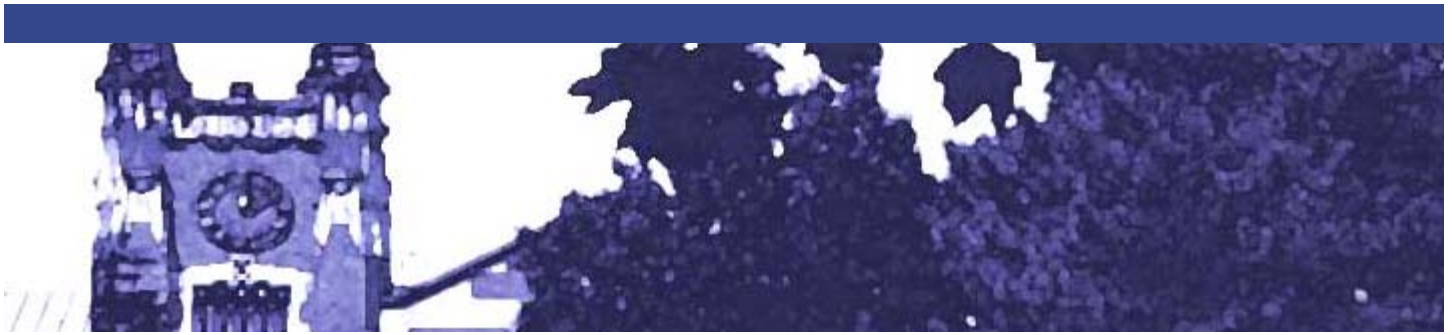
Applying for an open position at SUNY Geneseo involves the easy, convenient use of the College's Online Employment System. Now you can search and apply for positions from any location at any time 24/7. You can create a password protected file to maintain or update your application for current and future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

## Assistant Professor of Accounting

The School of Business at SUNY Geneseo invites applications for a full-time, tenure-track Assistant Professor position in Accounting beginning Fall 2011. Applicants should possess relevant training and credentials in either managerial accounting or auditing and demonstrate a strong potential for excellence in teaching at both the undergraduate level and in our MS in Accounting program. The candidate should have a PhD/DBA or be ABD in Accounting or in a related business field at the time of appointment. They must have AACSB academically qualified faculty status and the demonstrated ability to maintain that AQ status, including a mission-appropriate record of scholarship and publications. A CPA or CMA is a plus. Currently, the School of Business offers undergraduate programs in three areas: Accounting, Business Administration and Economics. The School also offers a MS in Accounting. Approximately 15% of the students at the College major in one of the School's programs.

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 apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach cover letter, vita, statement of teaching (including teaching record, interests and philosophy), research (including research record, interests and plans), and evidence of teaching effectiveness. Applicants should arrange for academic transcripts and three recent letters of recommendation to be sent directly to: Michael D. Schinski, Dean, School of Business, South Hall 113, State University of New York College at Geneseo, 1 College Circle, Geneseo, NY 14454. All applicants are subject to criminal background checks.

To ensure full consideration, complete applications should be received by September 30, 2010. 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.



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

- Network Analyst
- Nurse Manager
- TOP Counselor

## Network Analyst

Computing & Information Technology is seeking an enthusiastic individual to join a team of six people who support SUNY Geneseo's IT infrastructure. The successful candidate will provide technical expertise to support the operation, maintenance, security and repair of a complex campus data and voice network infrastructure.

Responsibilities include: administering the campus PBX, Cisco voicemail systems and VOIP servers; managing Cisco network routers, switches and wireless access points; performing the installations, moves, adds or changes of telephones; and maintaining inventory to provide timely and uninterrupted service for a campus of 6,000 students, faculty and staff.

Required Qualifications: Bachelor's degree with minimum of two years of full time experience with networking and/or enterprise-class PBX, voicemail, call accounting, system management, telephone company order and billing procedures. An Associate's degree and at least four years of full time experience with same as above may also be acceptable.

Additional required qualifications include: proficiency working with routers, VLANs, switches, firewalls, and diagnostic and security tools; TCP/IP, DNS, DHCP, VoIP and other protocols; multiple operating systems (including Linux and Windows); Microsoft Office products and Visio; copper and fiber based cabling standards; ability to lift 50 lbs or more, ability to maneuver in tight places, reasonable ability to run cables, install routers, switches and other devices; ability to simultaneously manage multiple tasks, diagnose problems in a complex environment, work independently in a tight-knit team, and provide excellent customer service.

Preferred Experience Qualifications: Experience conducting UFPO stakeouts, configuring/managing directory services, server and desktop network configuration, using network diagnostic tools and sniffers, administering NEC NEAX 2400 PBX, managing Cisco VOIP and voicemail products.

Application review will begin October 15, 2010 and continue until the position is filled. To apply, visit <http://jobs.geneseo.edu> and submit an on-line professional application, cover letter, resume and contact information for at least three references. All applicants are subject to drug and criminal background checks.

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

Applicants interested in the position may access the Annual Security Report (ASR) for the College at [www.geneseo.edu/police](http://www.geneseo.edu/police). The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the Annual Security Report by contacting the SUNY Geneseo University Police Department at 585-245-5651.

## Nurse Manager

State University of New York at Geneseo seeks a Nurse Manager for the Lauderdale Center for Student Health and Counseling. The Nurse Manager reports to the Administrative Director of Student Health and Counseling. This position is responsible for providing excellent customer service, ensuring professionalism of the staff, and developing innovative solutions for improving the health care of our students. To maintain these standards, the Nurse Manager is a member of the management team and will work closely with the medical staff to develop medical and office policies and procedures that meet these goals and objectives. The successful candidate will have experience supervising medical and clerical staff; experience in performing assessments and making triage decisions based on patient assessment; outstanding customer service skills; a positive attitude; be receptive and able to adapt to changes in practice processes; possess the ability to multitask; and must be self directed and motivated. This is a 12-month full-time position.

Requirements: completion of an Accredited Registered Nurse Program; minimum Bachelor's Degree in Nursing (BSN); active (Unrestricted) New York State RN license.

Preferred Qualifications: Master's degree (MSN) or Certified Nurse Practitioner license; at least one year of supervisory/management experience; 3-5 years experience in a college health setting (outpatient primary care office, hospital emergency department, or equivalent experience may be acceptable).

Review of applications begins on August 31, 2010 and will 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 the names, addresses, and telephone numbers of three professional references. Anticipated starting date: October 31, 2010. All applicants are subject to drug and criminal background checks.

SUNY Geneseo is a highly selective, liberal arts college with an undergraduate population of 5,000 students. The historic village of Geneseo is located in the Finger Lakes region of western New York, 30 miles south of Rochester. The College is ranked among the best public undergraduate institutions in the country.

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## TOP Counselor

SUNY Geneseo is seeking applicants for its Transitional Opportunity Program (TOP) counselor position. This full-time, twelve-month position reports directly to the Director of Access Opportunity Programs (AOP). Duties include the coordination of AOP's Tutorial Services which involves the hiring and assigning of tutors both on an individual basis as well as in a group setting and serves as the Counselor/Advisor for a caseload of assigned students.

Required qualifications: Master's degree in Counseling, Student Personnel Services or a human services related field; at least one year of full-time, professional experience working with underrepresented populations; excellent interpersonal, organizational and recordkeeping skills; and working knowledge of Microsoft Office Suite.

Preferred qualifications: Previous experience working with African American, Latino, Asian and Native American (ALANA) students in a secondary or higher education setting; experience with training and organizing tutorial services; and working knowledge of Banner.

To ensure full consideration, complete applications should be received by 18 June 2010. Review will continue until the position is filled. To apply, submit an online application at <http://jobs.geneseo.edu> and attach a detailed cover letter, a current resume, and contact information for three (3) current references. Only applications in which all required information has been submitted will be considered. All applicants are subject to criminal background checks.

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

- Adjunct Lecturer in Biology (Pool)
- Adjunct Lecturer in Business (Pool)
- Adjunct Lecturer in Chemistry (Pool)
- Adjunct Lecturer in Computer Science (Pool)
- Adjunct Lecturer in Education (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 Biology (Pool)**

The Biology Department at SUNY Geneseo invites applications for part-time Adjunct Lecturer positions. Applicants should have a Master's degree in Biology or related field and teaching experience at the college level.

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To apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach a cover letter and vita. Applicants should arrange for academic transcripts and three recent letters of recommendation to be sent directly to: George Briggs, Chair, Department of Biology, 1 College Circle, Geneseo, NY 14454. All applicants are subject to criminal background checks.

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## **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 Education (Pool)**

The Ella Cline Shear School of Education is accepting applications for the position of Adjunct Lecturer for adjunct teaching positions that arise on occasion in the following areas: literacy, childhood education, adolescent education and special education. 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 <https://jobs.geneseo.edu> and attach a cover letter and resume. The cover letter should indicate what 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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