

Here are some examples of ads used here at the University. Please feel to borrow this verbiage and edit the copy to meet the requirements of your position.

### **Administrative Assistant –**

The WSU Center for Innovation and Enterprise Engagement is seeking an administrative assistant with an interest in technology-based economic development. This position will perform general office, clerical and administrative support duties for the center and the Engineering Technology office. Duties include, but are not limited to: maintenance of documentation files and student records as well as preparation of summary reports. The position will support event, meeting, and travel planning.

To view the complete job description and apply for this Classified opportunity, please visit <http://wichita.edu/wsujobs>.

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*Offers of employment are contingent upon completion of a satisfactory criminal background check as required by Board of Regents policy.*

### **Executive Director of the Engineering Student Success Center (ESSC)**

WSU College of Engineering seeks a person with an exceptional track record to serve as the Executive Director of the Engineering Student Success Center (ESSC). This person will articulate strategic directions and manage high profile outreach, recruitment, retention, and graduation efforts. S/he will establish/implement policies and procedures, develop strategic plans and assessment methods, and manage professional staff to achieve the College of Engineering's goals in support of the State of Kansas University Engineering Initiative Act (UEIA). The Executive Director will provide financial oversight for the operating budget of ESSC; maintain effective relationships/liaisons/coordination with other campus offices and personnel in support of the ESSC's objectives; engage industry partners in providing more experiential education opportunities for students; and build industry relationships that contribute to an increase after-graduation placement rate. S/he will work effectively with the College faculty, chairs, and staff as well as with engineering student organizations. The ESSC Executive Director will be expected to report to the Dean of Engineering. For further details of the position and required qualifications and experience, refer to the website. Salary will be commensurate with the experience and accomplishments relevant to the goals of ESSC.

To view the complete job description and apply for this Unclassified opportunity, please visit <http://wichita.edu/wsujobs>.

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## **Assistant Director for Academic Success Programs**

The Office for Student Success at Wichita State University seeks an experienced, knowledgeable and enthusiastic individual as Assistant Director. Reporting to the Executive Director, this position is responsible for maintaining and enhancing academic support programs including Supplemental Instruction, tutoring, study skills training, and peer mentoring. Assists with designing and delivering the Introduction to the University course and other programs that support undergraduate retention and graduation. A Master's degree and three years' experience working in related areas in higher education are required. Will be joining a high-functioning and collegial team of seven regular staff plus more than 130 student workers. See the full description and apply, please visit <http://wichita.edu/wsujobs>.

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## **Assistant Professor of Theatre: Costume Design**

Assistant Professor of Theatre: Costume Design, tenure track. Teach, advise, and recruit undergraduate theatre majors; teach costuming and costuming-related courses. Working closely with the Costume Shop management and guest designers, design costumes for Theatre, Musical Theatre, Opera and Dance productions as assigned; supervise student costume design projects. Teach courses in other areas of expertise depending on departmental needs. Fulfill faculty expectations associated with traditional university appointment (teaching, scholarly/creative activity, service). Required: Master's Degree from an accredited institution or equivalent professional experience; demonstrated success teaching at the college/university level; theatrical costume design, construction, and production experience; willingness to accommodate a variety of learning styles and strategies in instructional delivery and learning activities, including online and blended learning, flexible teaching methods, and applied learning approaches; excellent oral and written communication skills. Preferred: Master's of Fine Arts degree in costume design from an accredited institution; professional costume design/construction experience including cutting/draping/pattern drafting; ability to style wigs/hair for theatre; demonstrated interest in and ability to recruit and retain students. Start date August 3, 2014. Salary is commensurate with qualifications and experience. Review of completed applications will begin January 27, 2014 and continue until the position is filled. The candidate selected for this position must be able to meet eligibility requirements to work in the United State at the time the appointment is scheduled to begin and be able to continue working legally for the proposed term of employment. Offers of employment are contingent upon completion of a satisfactory criminal background check as required by Kansas Board of Regents policy. For full description of qualifications, application requirements and procedures, and to apply, go to <http://jobs.wichita.edu>.

For more information contact: Wu Shock, Professor, Committee Chair,  
Wichita State University, School of Performing Arts Phone 316-555-5555, Email: [wushock@notreal.edu](mailto:wushock@notreal.edu)  
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## **Nurse Practitioner**

WSU- Student Health Services is seeking qualified applicants for a full-time Nurse Practitioner position. Responsibilities include providing primary care, women's health services, and outreach programs to students. Weekends/Holidays off. Great benefit package. Position requires a minimum of 2 years as RN and 1 year as NP. Position will remain open until filled, but priority consideration will be given to those who apply by June 27, 2014. Application review will begin July 1, 2014, To see the full job description and apply, visit [www.wichita.edu/wsujobs](http://www.wichita.edu/wsujobs)

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## **Senior Research Engineer**

The National Institute for Aviation Research (NIAR), located at Wichita State University in Wichita, KS, is a premier aviation research organization that has gained national and international recognition for its programs and laboratories. NIAR is engaged in basic and applied research, testing and certification. The city of Wichita, KS is a home of major aerospace industry, namely Spirit Aerosystems, Boeing, Beechcraft, Cessna, Bombardier-Learjet and many aviation suppliers. NIAR is seeking a candidate for the position Senior Research Engineer. To be considered for the position, applicants must provide a resume and three professional related references. In addition, the applicant must complete an on-line application. Deadline for receipt of applications is February 17, 2014.

Required Experience, Knowledge, Skills & Abilities:

(1) U.S. Citizen (2) Master's degree in related field and/or (4) to 10 years related experience (3) Must have ability to read, understand, and develop engineering drawings (4) Must have structural and test fixture design capabilities and provide oversight support for research engineers and technicians (5) Coordinate with management to ensure that testing is scheduled and planned to meet required objectives (6) Develop and write test reports that correctly and completely capture the test results and will include the information required to ensure the report can be used to show compliance with customer requirements (7) Must have experience in conducting full scale testing (8) Must have a desire to learn engineering software packages such as CATIA V5 and finite element modeling (9) Must have computer skills in MS Office applications such as MS Word, Excel, and PowerPoint

Preferred Experience:

(1) Advanced degree in related field (2) Familiarity with finite element modeling (3) Knowledge and working experience in CATIA V5 (4) 5 to 10 years' experience in Aircraft full scale structural testing

How to apply:

The initial step is to complete the on-line application form at: <http://wichita.edu/wsujobs>

For additional information contact:

Wu Shock at (316) 555-5555 or by Email: [wushock@notreal.edu](mailto:wushock@notreal.edu)

National Institute for Aviation Research

Wichita State University

1845 Fairmount

Wichita, KS 67260

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