



*Employment Opportunities at*  
**THE UNIVERSITY OF TEXAS  
 AT DALLAS**

**JOBLINE (972) 883-2400**

DIRECT APPLICANTS TO:                      **Employment Office**  
 2601 N. Floyd Road  
 Richardson, Texas 75080  
 (972) 883-2221

All Qualified Applicants Will Receive Consideration for Employment Without Regard to Sex, Race, Age, Religion, National Origin, **Disability**, Veteran Status or Sexual Orientation.

**EMPLOYMENT OPPORTUNITIES: August 9,1998**

**SENIOR CLINICIAN - \$3,916.67/mo. - (AUDIOLOGY)**

The minimum educational requirement is a Master's degree from an accredited institution. Candidates must hold state licensure in the discipline in which services will be provided. Senior Clinicians will be expected to provide diagnostic and therapeutic services with minimum supervision **from** the head of the respective services, and provide supervision of students in training, interns, and paraprofessionals. In addition, Senior Clinicians will have administrative responsibilities for program functions. To apply, send a letter of interest and resume to UTD Callier Center, Attn: Barbara Boyd, 1966 **Inwood** Rd., Dallas, TX 75235.

**CLINICIAN - \$3,333.33/mo. - (CALLIER CENTER/SPEECH PATHOLOGY)**

The minimum educational requirement is a Master's degree **from** an accredited institution. Candidates must hold state licensure in Speech-Language Pathology from the Board of Examiners in Speech-Language Pathology and Audiology, and Certificate of Clinical Competency from American Speech Hearing Association. Responsibility of Clinicians is to provide diagnostic and therapeutic services to children and adults, supervise students in training, interns and paraprofessionals. To apply send a cover letter and resume to UTD Callier Center, **Attn: Barbara Boyd, 1966 Inwood** Rd., Dallas, TX 75235.

**STUDENT FINANCIAL AID OFFICER III - \$2,172/mo. -**

Financial Aid Officer needed to provide management support to the Director of Financial Aid. This individual will have authority to act in the name of the Director and be responsible for the day to day operations (Security Sensitive position). Requires full knowledge of financial aid regulations, ability to work with minimal supervision, 4 years of direct financial aid experience, bachelor's degree, experience with EDE and automated financial aid systems. Duties include staff training/supervision, reviewing standards of progress and appeals plus professional judgement cases, counseling students, working with EDE, completing surveys and reports. Work hours are M-Th., **9:30 a.m. - 6:30 p.m.**, and Fri., 8:00 a.m. - 5:00 p.m. To apply, send a cover letter and resume to UTD, Attn: **HR/SFAO, Box 830688 AD35, Richardson, TX 75083-0688.**

## EMPLOYMENT OPPORTUNITIES 2

**STUDENT DEVELOPMENT SPECIALIST III - (2 positions available) - (ENGINEERING & COMPUTER SCIENCE)**

The Erik Jonsson School of Engineering and Computer Science at the University of Texas at Dallas is seeking highly qualified individuals to fill the role of Student Development Specialist (Security Sensitive position). This position is a combination of both Academic Advisor and Counselor. These individuals will assist the College Master in ensuring that undergraduate Electrical Engineering and Computer Science majors within the school are provided with an excellent educational experience. As advisors these individuals will assist students in the development of meaningful and realistic educational plans that are compatible with the abilities and goals of each student. The advisors will then help the student in evaluating progress towards the established goals, providing encouragement and, when appropriate, referral to other university support services (such as the Learning Skills center, subject-matter specific tutoring labs, etc.). In a counseling role these individuals will use their professional skills and knowledge of the principles of human development and learning processes to determine when and if a student's difficulties in attaining their goals warrant professional referral (to university health or counseling centers). **The** Erik Jonsson School currently has 1300 undergraduate students and is projecting a rapid growth (within the next 3 years) to approximately 2000 undergraduate students. In the role of Student Development Specialist, these individuals will work with school supervisors (Dean, Program Heads, College Master) to ensure that this rapid growth does not detract from the quality of the undergraduate experience. To accomplish this the individuals will work to enhance **the** growth and effectiveness of the school's student organizations and develop plans and programs to assist students in understanding both their opportunities and their responsibilities as professional engineers and computer scientists. The minimum qualifications for these positions are a Master's degree in counseling or a related area, and at least two years of experience in a counseling setting. Previous work in university advising/counseling is desired. To apply, send a cover letter and resume to UTD, Attn: **HR/Erik** Jonsson SDS III, Box 830688 AD35, Richardson, TX 75083-0688.

**SYSTEMS ANALYST IV - (UNIVERSITY MANAGEMENT SYSTEMS)**

UTD has an opening for a Systems Analyst IV. This position is responsible for implementation of the University's new student records system, Plus2000 (Security Sensitive position). Requires ability to provide skilled analysis of business and management problems translating them into system requirements and modified design to maximize efficient use of the resources, both staff and equipment. Responsible for planning, organizing and controlling the units activities to insure accurate and timely completion of tasks. Thorough knowledge of CICS, **MVS** and Student Systems is required. Experience with DB2 considered a plus. Bachelor's degree in appropriate field, or equivalent experience, and 4-6 years of paid experience in systems analysis/design and programming is required. Applications will be accepted until the position is filled. To apply, send a cover letter and resume to UTD, Attn: **HR/UMSA4**, Box 830688 AD35, Richardson, TX 75083-0688

**SOFTWARE SYSTEMS SPECIALIST IV - \$3,833/mo. - (ENGINEERING & COMPUTER SCIENCE)**

Software Systems Specialist needed to provide high level operating system and hardware support; participate in decisions needed to advance the hardware and software of Sun, **Solaris**, and Unix system installation (Security Sensitive position). Requirements for the position include a Bachelor's degree and 5 years experience in UNIX systems administration work, knowledge of the **Solaris** and Sun OS operating systems, experience installing and maintaining system and disk hardware, experience working with TCP/IP Networking and various script programming languages. To apply, send a letter of interest and resume to UTD, Attn: **HR/SSS4**, Box 830688 AD35, Richardson, TX 75083-0688.

## EMPLOYMENT OPPORTUNITIES 3

**SYSTEMS ANALYST III - \$3,500/mo. - (2 positions available) - (INFORMATION SYSTEMS)**

University Management Systems needs individuals to design, develop and implement new applications and to maintain existing systems (Security Sensitive position). Requires a Bachelor's Degree in appropriate field or equivalent experience plus a minimum of five years paid experience with on-line and batch systems. Proficiency with MVS Utilities, Cobol, JCL, DBII and CICS. Applications will be accepted until position is filled. Send a letter of interest, resume and salary requirements (indication of sex and ethnicity for **Affirmative** Action statistical purposes is requested but not required) to: The University of Texas at Dallas, Attn: **HR/SA-III**, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**SOFTWARE SYSTEMS SPECIALIST III - (SYSTEMS PROGRAMMERS)**

Great opportunity! Work with **OS/390**, SMS, SYSPLEX, & CMOS. Moving to CICS interactive with the WWW as well as UNIX under 390. Get in on the ground floor. Working knowledge of MVS systems maintenance, CICS, DB2, and associated products is required. Project planning and good communication skills a must. Capacity planning experience a plus. This is a Security Sensitive position. Applications will be accepted until the position is filled. Send letter of interest, with salary history, and resume (indication of sex and ethnicity for **Affirmative** Action statistical purposes is requested but not required) to: UTD, Attn: **HR/SP**, Box 830688 AD 35, Richardson, TX 75083-0688.

**DATABASE COORDINATOR - \$3,197/mo. - (UNIVERSITY MANAGEMENT SYSTEMS)**

UTD University Management Systems is seeking an energetic, motivated professional with a high degree of initiative and judgement, along with excellent oral and written communication skills for the position of Database Coordinator. This individual will be responsible for database administration and support of mainframe DB2, as well as DB2 Universal Database in **MVS/ESA** and **OS/390** operating systems, interpreting the data structure for users and for facilitating the **efficient** operation, usage and maintenance of the database and all supportive sub-systems. Requirements: Bachelor's degree (or equivalent work experience), minimum of three years experience in database administration using DB2 in an MVS environment. Resumes accepted until filled. Security Sensitive position. Please send resume and cover letter to UTD Attn: **HR/DBC**, Box 830688 AD35, Richardson, TX 75083-0688.

**RESEARCH ENGINEER/SCIENTIST ASSOCIATE IV - (LITHOSPHERIC STUDIES/GEOSCIENCES)**

**\$32,628/year** or higher, depending on qualifications

Applications are invited for an instrument maker with a wide range of skills to work in a one-person machine shop at The University of Texas at Dallas. The shop supports experimental scientific research in geosciences. Facilities include two lathes (17" Mori Seiki and 12" Clausing), two mills (semi-automated Bridgeport EZ-TRAK SX and manual Index), automated surface grinder (Okamoto 820 DX), PRD MK XX electrical discharge machine, cylindrical grinder, cut-off saw, band saw, two drill presses, shear, and welding torch. Preferred experience includes designing and fabricating of high-precision specialty machinery and equipment, machining of a wide range of metals, plastic, and ceramics, and occasional welding. Send application with names of at least three references to The University of Texas at Dallas, Attn: **HR/Geo**, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**COORDINATOR OF VIDEO SERVICES - (TELECOMMUNICATION SERVICES)**

Provide supervisory and technical support for videoconferencing, video taping, and related services. Maintain proper records covering booking, delivery and billing for services. Appropriate supervision of equipment and facilities usage. Implementation of new technologies supporting the university mission (Security Sensitive position). Required educational level is **BA/BS** in media, video or closely related field. Required experience includes supervision of technicians and two years of experience in video services or a closely related field. Preferred experience includes V-Tel conferencing equipment, instructional

technology support, audio and video system design, implementation of new technologies, and work in a collegiate environment. Send a cover letter and resume to UTD, Attn: HIUCVS, Box 830688 AD35, Richardson, TX 75083-0688.

**SOFTWARE SYSTEMS SPECIALIST II - \$3,000/mo. – (TECHNICAL & COMMUNICATIONS SERVICES)**

Security sensitive position providing Unix systems and user support in a research and instructional environment. This entry-level position requires a Bachelor's degree in a computer related field or equivalent experience; knowledge of system V Unix system administration; good written and verbal communication skills. Preference will be given to individuals with a Bachelor's degree/Master's degree in CS, EE or MIS; knowledge of TCP/IP, PPP and other network protocols; knowledge of analog modems; ability to program in C/C++ and Perl. To apply, send a cover letter and resume to: UTD, Attn: HR/S2, Box 830688 AD35, Richardson, TX 75083-0688.

**LEAD TELECOMMUNICATIONS TECHNICIAN**

Technician needed to assume supervisory responsibility for university telecommunications system. Maintain and repair switch and cable plant. Support voice mail and call accounting systems. Preferred individual will have experience with voice, data, and video. Cabling experience with copper and fiber installation and termination. Maintain switch and cable plant records. Supervise other technicians. Project management experience a plus. To apply, send resume to: UTD, Attn: HR/LTT, Box 830688, AD 35, Richardson, TX 75083-0688.

**COMPUTER PROGRAMMER ASSISTANT - part time position/50% – (SOCIAL SCIENCES)**

Provide computer support and maintenance for the Bruton Research Center and the student computer lab within the School of Social Sciences (Security Sensitive position). Position requires skill with PC hardware and software installation and troubleshooting. Familiarity with NT and UNIX beneficial. Flexible hours to accommodate class schedule. Security sensitive position requiring ability to lift 50 pounds. Salary range approx. \$9.42 - \$12 per hours depending on skill set. To apply, complete application in the Office of Human Resources, or send a cover letter and resume to UTD, Attn: HR/S.S. Computer Support, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**ADMINISTRATIVE SERVICES OFFICER I – (SCHOOL OF MANAGEMENT)**

Position available for an Administrative Services Officer in the School of Management, Dean's Office (Security Sensitive position). This individual will be responsible for tracking income and expenditures, coordinating physical inventory, preparing personnel action forms, budgets and accurate and timely financial reports. Bachelor's degree required as well as experience with Microsoft Professional Office. Experience in an academic environment a plus. To apply, send a letter of interest and resume to UTD, Attn: HR/ASO, Box 830688 AD35, Richardson, TX 75083-0688.

**PUBLIC INFORMATION SPECIALIST – (NEWS & PUBLICATIONS)**

Write, edit and market stories and news releases about UTD to the media. Support UTD events with promotion and publicity. Interact with students, faculty and administrators to develop new story ideas. Security Sensitive position. Required: Bachelor's degree; excellent writing, proofreading skills; ability to handle numerous assignments simultaneously; 2 years minimum experience in journalism or public relations. Some evening and weekend assignments. Preferred: second language, audio/video production experience and computer fluency. Position calls for both team-worker and independent self-starter. Please submit resume and three clippings from published articles for consideration to UTD, Attn: HR/PIS, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

## EMPLOYMENT OPPORTUNITIES 5

**GRAPHIC DESIGNER - (NEWS & PUBLICATIONS)**

Graphic Designer needed to design publications on Macintosh computer using Adobe Illustrator, PhotoShop and Quark Xpress; research information for publications including communication with faculty, staff and administrators, plus communicate with print shop personnel and vendors about printing jobs (Security Sensitive position). Requires a Bachelor's degree in commercial art, design or advertising, two years experience as a graphic designer in a design group or advertising agency with emphasis on printed media. Also required: computer design of publications materials, experience designing on Macintosh computers, accuracy in planning and executing responsible assignments, and extreme tact in dealing with university personnel, donors and volunteers. To apply, send letter of interest and resume to UTD, Attn: HR/Graphic Designer, Box 830688 AD35, Richardson, TX 75083-0688.

**CHILD DEVELOPMENT SPECIALIST II - \$1,739/mo. - (CALLIER CENTER)**

Child Development Specialist needed to plan and implement child centered learning experiences in a team taught, developmentally appropriate preschool which includes hearing impaired children (Security Sensitive position). Position requires a Texas driver's license, bachelor's degree from an accredited college or university in child development, three years of full time equivalent experience, plus ability to work interactively/cooperatively with coworkers and parents. Preference will be given to candidates with the aforementioned qualifications plus experience with diverse populations and sign language skills. Work hours are 7:30 a.m. - 3:30 p.m. To apply, send a cover letter and resume to UTD Callier Center, Attn: Barbara Boyd, 1966 Inwood Rd., Dallas, TX 75235.

**ADMISSIONS COUNSELOR I - (ENROLLMENT SERVICES)**

The office of Enrollment Services is searching for an Admissions Counselor with excellent communication skills to recruit students from junior colleges and universities throughout the state, perform pre-admissions counseling regarding educational opportunities available at UTD, and participate in special projects/events related to recruiting (Security sensitive position). Requirements for the position include: Bachelor's degree, one year of experience counseling students in academic matters, the ability to lift 50 lbs., and the ability to work irregular hours and travel. Preference will be given to candidates with all of the above mentioned qualifications, plus computer knowledge. Interested candidates should submit a letter of interest and resume to UTD, Attn: HR/ACI, Box 830688 AD35, Richardson, TX 75083-0688.

**RESEARCH ASSISTANT I - (BIOLOGY)**

Biology Research Assistant needed to aid in biochemical experiments. Experience with protein purification desirable. Salary range: \$19,032 - \$26,064, depending on experience. Work hours are 9:00 a.m. to 5:00 p.m. (some flexibility offered with work schedule). To apply, send a letter of interest and resume to: UTD, Attn: HR/RAI, Box 830688 AD35, Richardson, TX 75083-0688. Interviews will begin after July 20, 1998.

**ADMINISTRATIVE ASSISTANT I - \$1,686/mo. - (Nat. Science & Math/Physics)**

An opening exists for an Administrative Assistant I in the Physics Department (Security Sensitive position). Duties consist of assisting the Department Chairman, registering students, maintaining student files, reconciling the department budget, processing travel requests and vouchers and purchase requisition, plus handling department correspondence. To apply, submit a cover letter and resume to UTD, Attn: HR/AA, Physics, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**ADMINISTRATIVE ASSISTANT I - \$1,686/mo. - (COMPUTER SCIENCE)**

The assistant will be responsible for supporting editorial works for one of the faculty members and administrative works for CASSE center (Security Sensitive position). Possible duties include processing and responding to e-mails and letters, maintaining on-line information and hardcopy documents, searching

## EMPLOYMENT OPPORTUNITIES 6

for and gathering information for the Web and other sources, communicating with university units, IEEE, and other agencies, processing information files, formatting documents, handling and keeping track of accounting transactions and other secretarial supports. Requirements include familiarity with e-mail, the Web, work processors, bookkeeping and accounting, plus good communication skills and the ability to learn new software packages. To apply, send a letter of interest and resume to UTD, Attn: HR/AACS, Box 830688, AD 35, Richardson, TX 75083-0688.

**ADMINISTRATIVE ASSISTANT I - \$1,686/mo. - (Arts & Humanities)**

The School of Arts and Humanities seeks an individual to assist the Arts Coordinator in the administering of Art and Performance programs, including cultural events sponsored by the school. Responsibilities include monitoring budgets for courses and events, assisting in event preparation and management, preparation of University forms, contracts and correspondence, supervising receipt of supplies, and supervising student employees. This is a security sensitive position. It requires at least three years work experience, word processing (Word 6.0 via Windows preferred) and experience with spreadsheets (Excel 5.0 via Windows preferred). Please submit a resume and letter of interest to UTD, Attn: HFUAAAH, P.O. Box 830688 AD35, Richardson, TX 75083-0688. Letters will be accepted until the position is filled.

**SECRETARY III - part time position/50%- (School of Mgmt.)**

An individual is needed to serve as a Secretary III to support research professor in the School of Management Decision Sciences department (Security Sensitive position). Major responsibilities include working with sophisticated typesetting software packages, electronic file transfers to co-authors and journal publishers, research grant proposals, creating figures and tables using graphics software, word processing of research papers, journal articles for publication, course materials, correspondence. Position requires bachelor's degree, 60 wpm typing (typing test required), knowledge of Microsoft Office and experience word processing complex documents involving mathematical symbols and formulas. Experience with LaTeX or Corel Draw preferred. Applicants with experience in other typesetting software such as Tex or Scientific WORD will be considered. Work hours are 1:00 p.m. to 5:00 p.m., Monday through Friday. Position open until filled. Please send a resume and cover letter (indication of sex and ethnicity for Affirmative Action statistical purposes is requested but not required) to: The University of Texas at Dallas, Attn: HR/SM, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**SECRETARY III - part time/37.5% - (GENERAL STUDIES)**

The School of General Studies is currently seeking a Secretary III who will provide support services to the Dean and the School's programs as appropriate (Security Sensitive position). Duties include monitoring school data and record keeping, report preparation, scheduling of appointments, phone and student contact, assistance with registration and manuscript preparation. Skills required: 2 years of university or equivalent experience, 70 wpm typing (typing test required), conversancy with a LAN environment, knowledge of the organizational structure of universities, good oral communication skills, demonstrated proficiency with WordPerfect and Microsoft Office applications in a Windows 95/98 environment, web page experience and desktop publishing experience. Position open until filled. Please send a cover letter and resume (indication of sex and ethnicity for Affirmative Action statistical purposes is requested but not required) to: The University of Texas at Dallas, Attn: HR/SGS, P.O. Box 830688 AD35, Richardson, TX 75083-0688.

**SECRETARY III - \$1586/mo. - (FINANCIAL SERVICES)**

Secretary III is needed to provide secretarial support to the Director of Financial Services and Bursars Office. (Security Sensitive position). Duties for the position include, but are not limited to, daily banking reports, answering incoming calls, prepare personnel and budget forms, reconcile Financial and Bursar accounts, record incoming checks/warrants, monitor petty cash fund, leave reports and distribute payroll. Requirements include three years secretarial experience, 60 wpm, (test required), PC proficiency,

**EMPLOYMENT OPPORTUNITIES 7**

familiarity with Word processing and spreadsheet software. Microsoft Word and Excel preferred. Work hours are Monday through Friday, 8 a.m. to 5 p.m. Salary **\$1,586/mo.** To apply, send a cover letter and resume to UTD, Attn: **HR/FIN**, Box 830688 AD35, Richardson, TX. 75083-0688.

**SECRETARY III - (CALLIER CENTER)**

GREAT BENEFITS! Fast-paced university clinic needs Secretary III experienced in MS Office, manuscript prep, record keeping for budget, patients, purchasing, personnel, travel/reimbursement. Bookkeeping, Internet, admin. Experience preferred. Good phone/interpersonal skills a must. To apply, send a cover letter and resume to UTD Callier Center, Attn: Barbara Boyd, 1966 **Inwood Rd.**, Dallas, 75235.

**SECRETARY II - \$1,413/mo. - (CAREER CENTER)**

Individual needed to provide quality customer service to students and employers, plus secretarial support to the Career Center (Security Sensitive position). Duties for the position include, but are not limited to, answering telephones, assisting visitors at the front counter, posting jobs to the web-page, assisting staff with on-campus recruiting, Career Days and Job Fairs, and processing various forms. Requirements for the position are high school diploma or equivalent, computer literacy, and 1-2 years secretarial experience. To apply, send a cover letter and resume to UTD, **Attn: HR/CAR**, P.O. Box 830688 AD35, Richardson, TX 75083-0688, or fill out an application in the Office of Human Resources between 9:00 a.m. and 4:00 p.m., Monday through Friday.

**MEDICAL TYPIST II - \$1,413/mo. - (CALLIER CENTER)**

Medical typist needed to transcribe dictation, edit medical reports, answer incoming calls and perform varied clerical duties requiring knowledge of medical terminology and knowledge of anatomy and physiology (Security Sensitive position). Requirements for the position include typing speed of 60 wpm, high school diploma, computer literacy and 2 years of experience. Preference will be given to individuals with the above mentioned qualifications plus some college credits and proficiency in word processing. To apply, send a cover letter and resume to UTD Callier Center, Attn: Barbara Boyd, 1966 **Inwood Rd.**, Dallas, TX 75235.

**CASHIER II - \$1,338/mo. - (Bursar/FINANCIAL SERVICES)**

Cashier needed to be **the** primary contact with students and university personnel (Security Sensitive position). The selected individual will assess and collect tuition and auxiliary fees, cash checks, perform research and data entry using CRT screens, file loans and other duties as assigned. Requirements for the position include high school diploma or GED, ability to interface well with customers under stress, plus familiarity with CRT's and 10 Key calculators. Work hours are M & Th, **9:30 a.m. - 7:00 p.m.**, plus Tues. & Wed., **8:00 a.m. - 8:00 p.m.**, and Fri., **9:30 a.m. - 5:00 p.m.** To apply, fill out an application in the Office of Human Resources or send a resume to UTD, Attn: **HR/Cashier**, Box 830688 AD35, Richardson, TX 75083-0688. UTD is located at 2601 N. Floyd Rd., Richardson, TX 75080.

**RECEPTIONIST - part time position/SO% - \$539.50/mo. - (DEAN'S OFFICE, Nat. Sci. & Math)**

Part-time position (4 hours per day) answering telephone calls and directing the calls to appropriate individuals in the Dean's **office** or Department offices in the School of Natural Sciences and Mathematics; greeting visitors, preparing an occasional letter on the computer; copying, faxing, filing, etc. as directed by the Dean or his Administrative Assistant. To apply, send a letter of interest and resume to UTD, Attn: **HR/Receptionist** -Nat. Sci. & Math, Box 830688 AD35, Richardson, TX 75083-0688, or fill out an application in the Office of Human Resources between 9 a.m. and 4 p.m., M-F.

## EMPLOYMENT OPPORTUNITIES 8

**LIBRARY ASSISTANT I - \$6.91/hr. - part time position/50% -**

Library Assistant needed to provide assistance to library users by charging and discharging library materials, maintaining and operating reprographic equipment, providing cashier services, plus other duties as assigned (Security Sensitive position). Requires a high school diploma, 2 years of **clerican** experience (preferably in a library environment), computer keyboard accuracy (speed not a factor), good communication skills and the ability to move and lift library materials and paper cartons weighing up to 40 lbs. Preference will be given to candidates with the above mentioned qualifications plus cashier and reprographic equipment experience, and the ability to work a flexible schedule. Standard work schedule is Fri., 3:30 p.m.-9:15 p.m.; Sat., 9 a.m.-6 p.m.&Sun., 1 p.m.-7:15 p.m. **To apply, fill out an application in the Office of Human Resources between 9 a.m. and 4 p.m., M-F.**

**UTILITIES OPERATIONS SUPERVISOR - \$2,242/mo. - (PHYSICAL PLANT)**

Security Sensitive position to supervise personnel in the Centralized Data Acquisition System (CDAS) group. Selected individual will be responsible for overseeing (1) the control, monitoring and usage documentation of campus utilities (2) energy conservation involving interface with the central energy plant (3) maintenance/repair of hi-tech utility equipment and (4) corrective action as pertaining to emergency situations. Requirements include: high school diploma, five years of experience (two of which must be in a supervisory capacity) in the operation and maintenance of utilities equipment and/or energy management and data acquisition equipment. To apply, send a cover letter and resume to UTD, Attn: HR/UOS, Box 830688 AD35, Richardson, TX 75083-0688.

**STORES SUPERVISORY - \$1,586/mo. - (PHYSICAL PLANT)**

The Physical Plant is looking for someone to supervise two stores clerks, supervise inventory of multiple warehouses, purchase inventory for multiple warehouses, maintain purchasing records and prepare reports of stockroom conditions (Security Sensitive position). Requirements for the position include high school diploma, experience with Microsoft Windows, knowledge of plumbing, electrical and hardware parts, plus 2 years supervisory experience. To apply, fill out an application in the Office of Human Resources between 9 a.m. and 4 p.m., M-F. UTD is located at 2601 N. Floyd Rd., Richardson, TX 75083-0688.

**MAINTENANCE WORKER III - \$10.03/hr. - (PHYSICAL PLANT)**

The Physical Plant is looking for an individual to work in all areas of construction (Security Sensitive position). Duties for the position include running drain lines, cast iron, PVC and Lab-lines, cutting, threading and running steel pipe, painting, installing floor tile, ceiling tile, sheetrock and carpeting, plus various other duties as assigned. Requirements for the position are 5-10 years maintenance/construction experience. To apply, fill out an application in Human Resources between 9-4, M-F.

**MAINTENANCE WORKER HI - \$10.03/hr. - (PHYSICAL PLANT)**

Duties for the position include, but are not limited to, engraving and installing signs; repairing, adjusting and replacing door opener/closer; re-keying locks and making keys (Security Sensitive position). Requirements for the position are: high school diploma, 4 years locksmith experience, valid Texas driver's license, basic computer skills and the ability to make signs plus repair/adjust door closures. To apply, fill out an application in the Office of Human Resources between 9-4, M-F. UTD is located at 2601 N. Floyd Rd., Richardson, TX 75080.

**MAINTENANCE WORKER/GROUNDSKEEPER II - (STUDENT LIFE)**

**Maintenance Worker/Groundskeeper II:** Full time, 12-month position with benefits. **Function:** To provide routine semi-skilled work in the care and culture of the athletic field including appropriate boundary line cutting and/or painting. To provide semi-skilled work in the performance of a variety of maintenance and repair tasks in the Activity Center including supervision for the set-up and breakdown of

**EMPLOYMENT OPPORTUNITIES 9**

activity areas in preparation for scheduled events. Qualifications: High School Graduate, one year experience performing maintenance and repair tasks, one year experience in grounds maintenance. **Available:** September I, 1998. **Salary:** \$22,248. **Application deadline:** August 15, 1998. **Application process:** fill out an application in the Office of Human Resources (Multi-purpose bldg., Rm. #3.414) between 9a.m. and 4 p.m., M-F. UTD is located at 2601 N. Floyd Rd., Richardson, TX 75080.



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**EMPLOYMENT OPPORTUNITIES: August 16, 1998**

**INTERNAL ONLY**

**SENIOR LECTURER - (SCHOOL OF MANAGEMENT)**

The School of Management is recruiting a Senior Lecturer in Management Information Systems to begin this fall. The Senior Lecturer will be responsible for teaching both undergraduate and graduate programming courses with a focus on business applications development. A Master's degree is required and additional education/experience is preferred. Applicants should be able to program and teach Visual Basic, C/C++ and Java. Applicants should send a complete curriculum vita with three letters of reference to: Academic Search #4060, The University of Texas at Dallas, P.O. Box 830688 AD23, Richardson, TX 75083-0688. Indication of sex and **ethnicity** for Affirmative Action statistical purposes is requested but required. The University of Texas at Dallas is an Affirmative Action/Equal Opportunity Employer.

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