

You can apply for positions listed below between these dates only:  
**Friday, July 4 to Thursday, July 10.**

To read the details of a position, go to [www.jobs.indiana.edu/](http://www.jobs.indiana.edu/).

Job postings are updated each Thursday at midnight. Positions remain open until the following Thursday at midnight. For Service Maintenance Staff vacancies only, hard copy applications will be accepted until the close of business on the Friday following the expiration of the listing.



University  
Human Resource  
Services

Poplars E165  
400 E. Seventh Street  
Bloomington, IN 47405-3085  
(812) 855-2172

Indiana University is an  
equal opportunity/equal access/  
affirmative action employer.

Employment with Indiana  
University is contingent on the  
verification of credentials and  
information submitted by the  
applicant, including the  
completion of a criminal  
history check.

Go to [www.jobs.indiana.edu](http://www.jobs.indiana.edu)  
and the most current list  
of available positions.

Applications must be  
submitted online, except for  
Service Maintenance positions.

## Professional Staff Positions

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PROVOST Office of the Provost  
(PA2AD)

Position#: 00021144

HUMAN RESOURCES COORDINATOR Physical Plant (PA2AD)

Position#: 00033142 (Second Listing)

EMPLOYEE RELATIONS SPECIALIST University Human Resource Services (PA3AD)

Position#: 00008846 (Second Listing)

INFORMATION SYSTEMS AUDITOR Internal Audit (PA3AD)

Position#: 00019039

DIRECTOR OF BUSINESS AFFAIRS AND BUDGET School of Journalism (PA4AD)

Position#: 00015547 (Second Listing)

REPORTING TEAM MANAGER, GRANTS ADMINISTRATION Office of Research  
Administration (PA4AD)

Position#: 00018009 (Second Listing)

CATERING MANAGER OF ATHLETICS DINING SERVICES Athletics (PA1AX)

Position#: 00033232

CONCESSIONS AND OFFICE MANAGER, ATHLETIC DINING SERVICES Athletics (PA2AX)

Position#: 00033233

TICKET SALES AND GAME DAY SERVICE COORDINATOR Athletics (PA2AX)

Position#: 00031531 (Second Listing)

ASSISTANT DIRECTOR OF PERSONAL TRAINING Campus Recreational Sports (PA3AX)

Position#: 00033086 (Second Listing)

DIRECTOR OF ATHLETICS DINING SERVICES Athletics (PA4AX)

Position#: 00033212 (Second Listing)

ASSISTANT BASEBALL COACH Athletics (PACH)

Position#: 00007073 (Second Listing)

DIRECTOR OF DEVELOPMENT - ANNUAL GIVING Kelley School of Business (PA3DV)  
Position#: 00007893 (Second Listing)

DIRECTOR OF DEVELOPMENT School of Informatics (PA4DV)  
Position#: 00021054 (Second Listing)

CARPENTRY FOREPERSON Physical Plant (PA3FC)  
Position#: 00019036 (Second Listing)

POWER SUPPLY & RADIO FREQUENCY ENGINEER IU Cyclotron Facility (PA3FC)  
Position#: 00023003 (Second Listing)

SENIOR ELECTRONICS ENGINEER SPECIALIST Chemistry (PA3FC)  
Position#: 00013902 (Second Listing)

MANAGER, RESEARCH ELECTRONICS Chemistry (PA4FC)  
Position#: 00013417 (Second Listing)

CLINICAL SOCIAL WORKER Counseling and Psychological Services (PAHE)  
Position#: 00033217

PSYCHOLOGIST Counseling and Psychological Services (PAHE)  
Position#: 00033216

ANALYST/PROGRAMMER International Affairs (PA2IT)  
Position#: 00033067 (Second Listing)

COMPUTER SYSTEMS COORDINATOR Physics (PA2IT)  
Position#: 00032580 (Second Listing)

INFORMATION SYSTEMS MANAGER Anthropological Center for Training and Research on Global Environmental Change (ACT) (PA2IT)  
Position#: 00020828 (Second Listing)

MOBILE COMPUTING ANALYST University Information Technology Services (PA2IT)  
Position#: 00003575 (Second Listing)

PROGRAMMER/ANALYST University Information Technology Services (PA2IT)  
Position#: 00026180 (Second Listing)

PROGRAMMER/ANALYST: WEB DEVELOPER Vice President, Information Technology (PA2IT)  
Position#: 00011786 (Second Listing)

PROGRAMMER/ANALYST: WEB PROGRAMMER Vice President, Information Technology (PA2IT)  
Position#: 00027975 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER International Programs (PA2IT)  
Position#: 00032420 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER Office of Research Administration (PA2IT)  
Position#: 00033187 (Second Listing)

USER SUPPORT SPECIALIST Vice President, Information Technology (PA2IT)  
Position#: 00011440 (Second Listing)

ANALYST/PROGRAMMER Office of the Provost (PA3IT)  
Position#: 00030769 (Second Listing)

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY School of Library and Information Science (PA3IT)  
Position#: 00031457 (Second Listing)

IT ADMINISTRATOR/LEAD TECH. SERVICES ANALYST Office of Research Administration (PA3IT)  
Position#: 00032929 (Second Listing)

KUALI IMPLEMENTATION MANAGER Financial Management Services (PA3IT)  
Position#: 00033104 (Second Listing)

LEAD SOFTWARE ENGINEER University Information Technology Services (PA3IT)  
Position#: 00016316 (Second Listing)

LEAD SYSTEM ANALYST/PROGRAMMER Office of Research Administration (PA3IT)  
Position#: 00033108 (Second Listing)

MANAGER OF TECHNOLOGY RESOURCES/WEB DEVELOPMENT Office of Creative Services (PA3IT)  
Position#: 00008426

MANAGER OF WEB SERVICES School of Informatics (PA3IT)  
Position#: 00021201 (Second Listing)

NETWORK SYSTEMS ENGINEER Vice President, Information Technology (PA3IT)  
Position#: 00026516 (Second Listing)

PROGRAMMER/ANALYST School of Continuing Studies (PA3IT)  
Position#: 00012528 (Second Listing)

SENIOR SECURITY ENGINEER University Information Technology Services (PA3IT)  
Position#: 00028103 (Second Listing)

SENIOR SYSTEMS ADMINISTRATOR School of Journalism (PA3IT)  
Position#: 00018716 (Second Listing)

SENIOR SYSTEMS ANALYST: KUALI JAVA DEVELOPER Vice President, Information Technology (PA3IT)  
Position#: 00010912 (Second Listing)

SENIOR WINDOWS SYSTEMS ANALYST Vice President, Information Technology (PA3IT)  
Position#: 00019490 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER Vice President, Information Technology (PA3IT)  
Position#: 00010861 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER Vice President, Information Technology (PA3IT)  
Position#: 00008955 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER Vice President, Information Technology (PA3IT)  
Position#: 00015391 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER Vice President, Information Technology (PA3IT)  
Position#: 00020677 (Second Listing)

SYSTEMS ANALYST/PROGRAMMER: JAVA DEVELOPER Vice President, Information Technology (PA3IT)  
Position#: 00026064 (Second Listing)

WEB DESIGNER/DEVELOPER Office of Research Administration (PA3IT)  
Position#: 00032928 (Second Listing)

MANAGER, APPLICATION DEVELOPMENT AND INTEGRATION Office of Research Administration (PA4IT)  
Position#: 00033107 (Second Listing)

MANAGER, PROJECT ANALYSIS AND SYSTEM SUPPORT Office of Research Administration (PA4IT)  
Position#: 00033106 (Second Listing)

PRINCIPAL FUNCTIONAL SYSTEMS ANALYST: COMMUNITY SOURCE COLLABORATIONS AND LEARNING Vice  
President, Information Technology (PA4IT)  
Position#: 00033215

PRINCIPAL SYSTEMS ANALYST Vice President, Information Technology (PA4IT)  
Position#: 00003562 (Second Listing)

PRINCIPAL SYSTEMS ANALYST University Information Technology Services (PA4IT)  
Position#: 00013920 (Second Listing)

PRINCIPAL SYSTEMS ANALYST: KUALI DEVELOPMENT MANAGER University Information Technology Services (PA4IT)  
Position#: 00011441 (Second Listing)

SOFTWARE GROUP LEADER IU Cyclotron Facility (PA4IT)  
Position#: 00026444

GENERAL ASSIGNMENT MANAGER Radio and Television Services (PA2PR)  
Position#: 00013345

GRAPHIC ARTIST School of Continuing Studies (PA2PR)  
Position#: 00032038 (Second Listing)

PROGRAM MANAGER Kelley School of Business (PA2PR)  
Position#: 00033224

DIRECTOR OF ALUMNI PROGRAMS IU Alumni Association (PA3PR)  
Position#: 00015778

EDUCATION AND OUTREACH COORDINATOR Indiana Geological Survey (PA3PR)  
Position#: 00033157

INTERACTIVE ART DIRECTOR Office of Creative Services (PA3PR)  
Position#: 00015735 (Second Listing)

SENIOR COMMUNICATION & TRAINING SPECIALIST Purchasing (PA3PR)  
Position#: 00019265 (Second Listing)

ASSOCIATE DIRECTOR, CREATIVE STRATEGY Office of the Vice Provost for Research (PA4PR)  
Position#: 00033240

PETROLEUM RESEARCH SCIENTIST Indiana Geological Survey (PA4RS)  
Position#: 00030215 (Second Listing)

STUDENT ORGANIZATIONS COORDINATOR Student Activities Office (PA2SA)  
Position#: 00033185

ACADEMIC ADVISOR University Division (PA3SA)  
Position#: 00015332

ACADEMIC ADVISOR University Division (PA3SA)  
Position#: 00010334

ASSISTANT DIRECTOR Career Development Center & Arts and Sciences Career Services (PA3SA)  
Position#: 00004578 (Second Listing)

ASSISTANT DIRECTOR - RETENTION STRATEGIES Office of Student Financial Assistance (PA3SA)  
Position#: 00003760 (Second Listing)

ASSISTANT DIRECTOR - STUDENT SERVICES INTERNSHIPS Kelley School of Business (PA3SA)  
Position#: 00033180 (Second Listing)

ASSISTANT DIRECTOR AND INSTRUCTIONAL CONULTANT Instructional Support Services (PA3SA)  
Position#: 00033138 (Second Listing)

ASSISTANT DIRECTOR OF ADMISSIONS AND FINANCIAL AID School of Public and Environmental Affairs (PA3SA)  
Position#: 00016607 (Second Listing)

ASSISTANT DIRECTOR OF EMPLOYER SERVICES School of Public and Environmental Affairs (PA3SA)  
Position#: 00022002 (Second Listing)

ASSOCIATE DIRECTOR OF CAREER SERVICES Kelley School of Business (PA3SA)  
Position#: 00010677 (Second Listing)

DIRECTOR OF 21ST CENTURY SCHOLARS CAMPUS PROGRAM Academic Support/Advising (PA3SA)  
Position#: 00021859 (Second Listing)

SENIOR ASSISTANT DIRECTOR Office of Student Financial Assistance (PA3SA)  
Position#: 00004484 (Second Listing)

### **Apply for the following positions via their Department.**

STEWARDSHIP COORDINATOR Indiana University Foundation

DEVELOPMENT OFFICER, LEADERSHIP ANNUAL GIFTS Indiana University Foundation

PROJECT COORDINATOR Indiana University Foundation

### **Support Staff Positions**

NURSING ASSISTANT IU Health Center (NA0C)  
Position#: 00017408 (Second Listing)

RECEPTIONIST/INFORMATION COORDINATOR Residential Programs and Services (SS0B)  
Position#: 00003823 (Second Listing)

LIBRARY SERVICES ASSOCIATE I Libraries (SS0C)  
Position#: 00017515

MEDICAL RECORDS ASST IU Health Center (SS0C)  
Position#: 00005335 (Second Listing)

ADMISSIONS ASSISTANT Jacobs School of Music (SS0D)  
Position#: 00029909 (Second Listing)

CUSTOMER SERVICE ASSISTANT SENIOR Indiana Memorial Union (SS0D)  
Position#: 00004303 (Second Listing)

OFFICE SERVICES ASSISTANT International Studies Major (SS0D)  
Position#: 00032385 (Second Listing)

OFFICE SERVICES ASSISTANT Music (SS0D)  
Position#: 00013488 (Second Listing)

OFFICE SERVICES ASSISTANT Residential Programs and Services (SS0D)  
Position#: 00019666

OFFICE SERVICES ASSISTANT School of Public and Environmental Affairs (SS0D)  
Position#: 00013384 (Second Listing)

OFFICE SERVICES ASSISTANT International Programs (SS0D)  
Position#: 00017610

OFFICE SERVICES ASSISTANT Registrar (SS0D)  
Position#: 00019848

OFFICE SERVICES ASSISTANT Kelley School of Business (SS0D)  
Position#: 00017073 (Second Listing)

OFFICE SERVICES ASSISTANT Registrar (SS0D)  
Position#: 00019848

ASSIGNMENT SPECIALIST Residential Programs and Services (SS0E)  
Position#: 00015329 (Second Listing)

IU HIGH SCHOOL RECORDER School of Continuing Studies (SS0E)  
Position#: 00004234 (Second Listing)

STUDENT SERVICES ASSISTANT School of Public and Environmental Affairs (SS0E)  
Position#: 00021291 (Second Listing)

ACADEMIC/ADMINISTRATIVE SECRETARY Theatre & Drama (SS0F)  
Position#: 00000264

ACCOUNTING REPRESENTATIVE Kelley School of Business (SS0F)  
Position#: 00033068 (Second Listing)

ACCOUNTING REPRESENTATIVE Document Service Centers (SS0F)  
Position#: 00016219

ADMINISTRATIVE SECRETARY Fine Arts-History (SS0F)  
Position#: 00015312

DEVELOPMENT ASSOCIATE Informatics (SS0F)  
Position#: 00026311 (Second Listing)

DIGITAL IMAGINING SPECIALIST Library (SS0F)  
Position#: 00011198 (Second Listing)

LAB TECH III Psychological and Brain Sciences (SS0F)  
Position#: 00023732 (Second Listing)

LECTURE DEMO TECHNICIAN Chemistry (SS0F)  
Position#: 00023444 (Second Listing)

LIBRARY SERVICES ASSOCIATE III Library (SS0F)  
Position#: 00013630

LIBRARY SERVICES ASSOCIATE III Library (SS0F)  
Position#: 00014982 (Second Listing)

OFFICE SERVICES ASSISTANT, SENIOR Kelley School of Business (SS0F)  
Position#: 00000347 (Second Listing)

PAYROLL TRANSACTION ASSOCIATE LIBRARY (SS0F)  
Position#: 00016937 (Second Listing)

PUBLIC SERVICES, COMPUTER SERVICES AND MICROFORMS COORDINATOR Library (SS0F)  
Position#: 00016431 (Second Listing)

RECORDS SERVICES REPRESENTATIVE Public & Environmental Affairs (SS0F)  
Position#: 00033186 (Second Listing)

RESEARCH MACHINIST I Physics (SS0F)  
Position#: 00031886 (Second Listing)

ASSISTANT TO EXECUTIVE DIRECTOR Applied Health Science (SS0G)  
Position#: 00010106 (Second Listing)

EMPLOYEE RELATIONS COORDINATOR University Human Resource Services (SS0G)  
Position#: 00008866 (Second Listing)

STAFF PHOTOGRAPHER Athletics (SS0G)  
Position#: 00011918 (Second Listing)

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN Environmental Health & Safety (SS0H)  
Position#: 00032995

## **Apply for the following positions via their Department.**

ACCOUNT ADMINISTRATION ASSISTANT Indiana University Foundation (Second Listing)

CUSTODIAN Indiana University Foundation - Facilities Department (Second Listing)

## **Service Maintenance Positions**

COMMUNICATION/SECURITY OFFICER IU Police Department (SM0N)  
Position#: 00009950

In a calm manner, prioritizes and directs incoming general and emergency information to the appropriate authority. Handles multiple tasks simultaneously in a closed environment and receives, prioritizes, inputs and transmits general and emergency information by means of telephone, radio, computer terminal, and electronic alarm systems to the appropriate individual, department or agency. Instructs and supervises part-time employees in the procedure and operation of the communications center. Answers a variety of inquiries from members of diverse cultures and provides the necessary assistance for appropriate referrals. Performs some security functions that require working outside the communication center. Security officers are responsible for the security of buildings, grounds and the occupants of an assigned area and provide assistance to police, fire and medical personnel during emergency situations.

Qualifications: High school diploma or GED required. Requires attendance at periodic training sessions that cover a variety of topics and must maintain State certification for various computer systems, i.e. IDACS/NCIC. Above average communication skills,

including professional telephone techniques, are necessary. Good organizational skills, knowledge of computers and database/word processing software, and be able to prioritize work and perform efficiently in an environment with frequent interruptions required. Ability and flexibility of working as a security officer as the need dictates required. Must be able to perform work involving exposure to the elements, including but not limited to, rain, snow, dirt, dust, fumes, smoke, and/or loud noises. Ability to stand or walk for more than four hours at a time required.

Note: Include a cover letter and resume with your application materials. Include a Reference Section in your resume with contact information for three professional references. Current typing and word processing test results must be on file with University Human Resource Services. The applicant must be available to work any shift as assigned via seniority along with department need. The work environment may involve some exposure to hazards or physical risk, which will require practicing basic safety precautions.

CREW LEADER, ASBETOS ABATEMENT Physical Plant (SM0U)  
Position#: 00007733 (Second Listing)

Leads crews in the abatement of asbestos containing materials, mold removal and lead abatement.

Qualifications: High school diploma or GED and five years experience in asbestos abatement required. Valid Indiana Drivers License, Valid State of Indiana Asbestos Abatement Supervisor and Inspector certifications required. Must be familiar with personal computer and standard software packages. Must be familiar or will be required to operate or use: negative air machine, HEPA vacuum, encap sprayers, glove bags, respirators, rappelling equipment, spud hoe, related hand and power equipment. Knowledge of materials, methods, and tools in the removal of asbestos, mold and lead.

Note: Applicants must submit an updated employment application (within the last 12 months) to receive full consideration in the selection process. Include a cover letter and resume with your application materials. Include a Reference Section in your resume with contact information for three professional references.