The University of Akron
Classification Specification

Job Title:	Coord Office Board of Trustees	**Job Code:**	44405
Job Function:	Staff	**Grade:**	120
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	1000 Administrative Support Division	**Date:**	12/08

Job Summary:

Provide administrative support to the Vice President of Board of Trustees and directly to the Board of Trustees. Prepare materials for Board meetings and committee meetings. Provide assistance at meetings, commencement and other events.

Essential Functions:

30% - 40% Assist the Vice President of Board Operations with the daily operations of the Office of the Board of Trustees.

20% - 30% Coordinate all aspects of BOT meetings/events including but not limited to preparing reports, materials, beverages, parking, seating, and equipment. Respond to questions and concerns from the Board, University officials and visitors.

20% - 30% Research and compile information, prepare meeting materials/reports for BOT Meetings. Coordinate with the Office of the President in preparation for meetings.

10% - 20% Assist in maintaining all rules and regulations for the BOT and the University. Maintain confidential files and records for the BOT.

10% - 20% Transcribe official notes and draft public meeting minutes and prepare for approval. File official resolutions of the BOT for archival and legal purposes. Assemble complex and confidential letters/reports. Prepare public meeting notices for the media and other outside organizations in conformity with legal requirements.

0% - 5% Delegate tasks to student workers and graduate assistants.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

Public Notary

Experience:

Requires a minimum of 6 years experience as a secretary to a senior executive. Thorough knowledge of University Rules and Roberts Rules of Order required. Ability to use shorthand and extensive knowledge of University required. Knowledge of the web and software packages used for electronic book formats. Strong organizational, computer and interpersonal skills required. Office etiquette and skills for highly stressful and demanding work schedule required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.