

The University of Akron
Classification Specification

Job Title:	Departmental Records Specialist	Job Code:	80053
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	2/5/14

Job Summary:

Manages data entry and extraction process from computer system to ensure data integrity. Writes instructions to be used by department systems users. Responds to routine questions from the University community.

Essential Functions:

20-50% Maintain office/student computer data system by auditing the system and resolving problems for departmental staff. Generate and create reports from data system for internal and external use. May monitor various reports and alert department when further action needs to be taken.

15-25% Organize and provide processing support for staff personnel. Ensure that data processing occurs in a timely manner.

10-20% Respond to routine questions and/or problems from students, staff, faculty, and administrators.

5-10% Write and maintain internal departmental office procedures records and recommends workflow processes.

5-10% Schedule and conduct training sessions for system users within the department.

10% Act as a liaison between departments to verify data accuracy. Perform administrative duties as required.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Experience:

Requires a minimum of 2 years experience working in a systems environment processing a large volume of data and creating reports. Strong database, spreadsheet and word processing skills required. Ability to maintain a high degree of accuracy required. Strong organizational skills and ability to handle multiple projects/tasks 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.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.