

The University of Akron
Classification Specification

Job Title:	Program Asst Sr-Contract Trng&Gnt	Job Code:	41134
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	6/08

Job Summary:

Coordinate all workforce training proposals and contracts based on Ohio Board of Regents standards. Meet with clients to determine their training needs. Maintain associated budgets.

Essential Functions:

60% Meet with client, research and create proposals for contract training. Meet with and secure contract agreements with companies, instructors and Professional Service Agreements. Track contract training expenses and budgets. Submit grant applications/reports and maintains files to meet grants requirements.

15% Participate in the formulation of budgets, reports, policies and procedures for programs. Prepare letters and fliers on select programs. Respond to administrative requests for data, records and reports.

10% Invoice and maintain files of corporate clients. Monitors payments and follows-up outstanding accounts.

10% Prepare paperwork, annual reports and audit materials for the Ohio Board of Regents.

5% Perform various clerical support duties for the department.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience general office operations and program administration in a higher education environment and to include 6 months experience within workforce development environment. Knowledge of University rules, regulations and procedures required. Strong written and verbal communication skills, attention to detail, problem-solving and proofreading skills required. Strong computer skills and the ability to keep current with computer software/hardware upgrades required. Strong customer service skills and knowledge of and ability to deal with the business community required.

Leadership:

No authority or responsibility for the supervision of others.

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.