

The University of Akron
Classification Specification

Job Title:	College Program Specialist	Job Code:	80104
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	2/5/14

Job Summary:

Assist in the development, preparation and implementation of programs and student functions while providing direct support to a Dean, Associate or Assistant Dean of an academic unit. Counsel students and provide direction/guidance to the administrative support staff in departments reporting to the Dean. May receive functional guidance from Dean Administrative Assistant Sr and other departmental directors as needed.

Essential Functions:

50-67% Assist with the planning and coordinate various student related programs and functions hosted by the college. Counsel students on matters related to the overall college requirements and its various departmental programs. Process student forms upon request and initiates degree clearance procedures for prospective graduates. Provide functional guidance and direction to the administrative support staff for departments reporting to the Dean. Act as a liaison between the dean's office and department chairs for the purpose of relaying and/or obtaining information. Frequently use independent judgment in matters dealing with policies and procedures.

5-18% Maintain calendars, organize meetings, manage departmental records, coordinate travel arrangements, order office supplies and perform other related clerical functions as it applies to departmental programs.

5-15% Prepare various reports as requested by the administration for the purpose of tracking expenses, evaluating program progress, analyzing departmental procedures and recommending changes.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office/clerical procedures with a minimum of 4 years experience working in a higher education environment. Advanced computer knowledge relating to word processing, spreadsheet and database software packages required. Strong interpersonal, problem-solving and research skills, and the ability to multi-task required. Ability to adapt to new technology and work in a fast paced environment is required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC 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.