

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Foundation Relations	<b>Job Code:</b>	41339
<b>Job Function:</b>	Staff	<b>Grade:</b>	119
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	1/17

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**Job Summary:**

**Essential Functions:**

80% Maintain all coorespondance, calendars, events for UA Foundation. Act as liaison between UA Foundation Board & Committee members and University members. Assist Vice President Development, UA Exceutive Director of Foundation. Provide and and all administrative duties including maintaining calendar and appointments.

10% Perform necessary research and complete appropriate paperwork for the purchase of supplies, payment of invoices, and reimbursement funds. Assist with record of budget.

10% Prepare various reports and assist with donor-centered events as requested by the Vice President.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

None

**Experience:**

Requires a minimum of 6 years of progressive work experience, as a senior administrative assistant or administrative assistant. Requires a broad knowledge of University operations and policies. Strong interpersonal skills and research skills. Computer skills including word processing and spreadsheets.

**Leadership:**

No authority or responsibility for the supervision of others but must be able to direct others on daily operations and review for accuracy and consistency.

**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.

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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.