

The University of Akron
Classification Specification

Job Title:	Coord Word Processing Center	Job Code:	41211
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Supervise the operations of the word processing center to provide secretarial and administrative support to faculty, staff and administrators.

Essential Functions:

20%-40% Coordinate the assignment of duties and responsibilities to personnel for the purpose of ensuring accuracy and timeliness in the execution of daily operations.

10%-40% Maintain various databases including course exams, exam schedules, student course evaluations, web pages and correspondences.

5%-15% Monitor departmental budgets. Coordinate travel arrangements for business functions.

5%-15% Maintain office supplies and order textbooks.

15% Attend meetings and prepare manuscripts.

10% Perform general clerical duties as required.

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 administration and supervision. Advanced computer skills utilizing relevant software packages and database programs required. Strong communication and organizational skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

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.