

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Basketball Operations	<b>Job Code:</b>	41224
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	11/17;9/12

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**Job Summary:**

Assist the Basketball Heads and Assistant Coaches for both the men's and womens basketball programs in the administration of departmental program or activities.

**Essential Functions:**

Direct daily office operations pertaining to departmental programs and procedures.

Relieve supervisor of routine and some non-routine administrative duties.

Exercise judgment in resolving issues or concerns related to departmental policies and procedures.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in office/clerical procedures. Ability to coordinate programs, work in a fast paced environment and utilize new technology required. Advanced computer skills including word processing, spreadsheet and database software packages required. Strong interpersonal, problem-solving and research skills required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**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.