

The University of Akron
Classification Specification

Job Title:	Coord Records Management	Job Code:	41231
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:

Coordinate the activities that relate to the proper development, collection, maintenance, and disbursement of information from University records.

Essential Functions:

29% Control the extensive data collection process for assigned area of responsibility. Write and implements policies and procedures regarding methods for recording and collecting data.

29% Maintain records and related data efficiently while accurately tracking records in storage.

20% Oversee the work of the clerical support staff and organize their work activities to promote efficient office operations. Maintain appointment scheduling systems for student services.

12% Cooperates with other departments to meet their needs for acquiring information contained within records and for researching specific data in records. Advises departments on proper policies for the disbursement of information.

10% Resolve complaints and responds to inquiries concerning records while analyzing information. Use records to prepare special reports for aiding in decision making throughout the University. Distribute class rosters and grade sheets to faculty. Perform general clerical duties, order supplies, and oversee maintenance of office equipment.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience of detailed record keeping and associated public relations work. Supervisory experience required. Computer skills to include word processing, spreadsheet and databases required. Strong communications, problem solving, organizational and employee training skills required. The ability to handle highly confidential information and prioritize responsibilities 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.