<div align="center">The University of Akron
Classification Specification</div>

Job Title:	Asst to Dept Chair Mathematics	**Job Code:**	41243
Job Function:	Staff	**Grade:**	117
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	1000 Administrative Support Division	**Date:**	10/06

Job Summary:

Assist the Department Chair of Theoretical and Applied Mathematics by directing the daily office operations, supervising clerical staff and is authorized and required to use a great deal of autonomy in performing assigned job duties.

Essential Functions:

30 % Provide independent problem solving in the day to day functions of the department, including issues related to staff, faculty and student interactions.

30% Assist the Department Chair with grant administration, budget tracking, developing and maintaining class schedules, special projects, HB1 visa process and departmental reports. Complete University required documentation and forms for teaching and other load hours (i.e. TAARs) along with PAFs for other required personnel related actions. Process grade change forms and paperwork for confidential matters. Process DARS exceptions. Create queries for department scholarship committee and coordinating with financial aid. Handle faculty grant administration purchases, budget tracking, and other related issues. Process fee waivers and special projects contracts related to the grant. Administer special events such as colloquia and grant sponsored workshops including registration, scheduling and required paperwork.

20% Responsible for the design and implementation of office workflow and procedures. Manage and oversee all routine office activities of the Department. Oversee and training of other office staff and hires student employees.

10% Prepare and track all paperwork for hiring and monitoring faculty, staff and student employees. Organize and coordinate all phases of personnel searches including advertising, data tracking, interview setup and travel arrangement.

10% Handle all purchasing activity for the department including product research and selection, order placement and purchase order administration.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience with a minimum of 2 years experience working in a higher education environment. Advanced computer skills including word processing, spreadsheet and database software packages required. Strong interpersonal, independent problem solving, organizational and research skills and the ability to multi-task 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:

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.