

The University of Akron
Classification Specification

Job Title:	Asst to Dept Chair-Biology	Job Code:	41247
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	9/07

Job Summary:

Assist the Department Chair of Biology 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:

50% Manage day-to-day department business functions for Chair and make independent decisions to best serve the department. Provide information for reports. Implement policies and procedures. Review and monitor budget expenditures and reimbursements. Review all signage forms for completeness and accuracy (i.e. requisitions, travel authorization and reimbursements, etc.). Assist in TAARs reporting and inputting. Arrange meetings, air travel, hotels for faculty and speakers. Maintain and enter curriculum proposal file and input information and corrections. Provide MS and PHD admission information.

20% Review and process schedule of classes for accuracy, faculty assignment and room assignments. Monitor enrollment.

10% Maintain MS/PhD applicant files and admit/deny files. Send appropriate letters. Process applications upon approval. Monitor provisions for GREs, grades and degree completion. Review all Advancement to Candidacy forms for accuracy. Prepare and review ApplyYourself program. Input all thesis grades. Prepare and monitor all Teaching & Research assistant contracts and tuition scholarships for intern programs for compliance. Monitor Graduate Assistant budget. Prepare thesis grade change forms.

10% Process all staff and student payroll forms. Process all summer faculty pay. Process DMAs and I9s for all employees and graduate assistants. Approve all Interdepartmental Requisitions.

10% Prepare and process all job hiring paperwork. Search materials, PT/Staff PAF's, summer PAF's and reappointments. Upon hiring provide assistance in getting the new employee acclimated to the new department.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in office/clerical procedures with a minimum of 2 years experience working in a higher education environment. Familiarity with university campus and departments for referrals and/or information required. 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. Ability to work independently and accurately required. Prior supervisory experience preferred.

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:

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.

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.