

The University of Akron
Classification Specification

Job Title:	Coord Athletics Publications	Job Code:	41321
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;1/1/01

Job Summary:

Coordinate office functions and provide administrative assistance in the planning and implementation of special events and projects for coaching staff and Associate Director of Athletics.

Essential Functions:

25%-30% Maintain calendars, organize meetings, coordinate special events and make travel arrangements utilizing various software packages and provide related reports.

20% Research, develop and prepare recruiting and promotional materials.

20% Coordinate searches, recruit applicants, conduct interviews and maintains related personnel and payroll files. Direct support staff and students assistants.

15% Coordinate publication relations and marketing activities. Respond to inquiries.

10% Maintain the departmental supplies inventory and related records. Prepare departmental usage reports and make recommendations regarding expenditures.

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/clerical procedure. Ability to take independent action as well as obtain general direction from departmental administrators required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment is required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.