

The University of Akron
Classification Specification

Job Title: Coord Administrative Services-Advancement
Job Function: Staff
Job Family: Classified
SOC 1000 Administrative Support Division

Job Code: 41323
Grade: 119
FLSA: Non-Exempt
Date: 12/15

Job Summary:

Provide human resource, budget and administrative support for the division of Advancement.

Essential Functions:

35% - 40% Serve as entire Division's resource "hub for all Hiring Process Manager duties to include job postings and recruitment. Maintain job descriptions as assigned and updated. Coordinate forms to initiate recruitment, promotion, separation/termination, clearance as well as annual evaluations to meet University requirements and deadlines.

30% - 40% Monitor Division's operating budgets and expenditures. Coordinate Divisions budget request to meet University requirements and deadlines. Process, monitor and compile data for Division's purchase orders and required invoice payments. Recommend cost-reduction initiatives to maintain productivity and adhere to budget. Accounts payable processor to assist the entire Division.

20% -30% Independently compose and compile data for routine and non-routine correspondence, keeping leadership team abreast of concerns. Type correspondence and reports with the use of various word processing software, spreadsheet and design software to aid in decision making. Create, maintain, and update paper and computerized Division files.

10% - 20% Direct the support staff and supervise student assistants. Serve as office manager.

10% - 20% Maintain highly confidential and sensitive personnel and budget files.

5% - 10% Manage special projects and other duties as assigned by Vice President.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years of progressive work experience, as a senior administrative assistant or administrative assistant. Requires a broad knowledge of University operations and policies. A high level of discretion, organization, and advanced computer skills required. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory skills preferred.

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:

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.