

The University of Akron
Classification Specification

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

Job Code: 41337
Grade: 119
FLSA: Non-Exempt
Date: 6/16

Job Summary:

Direct the general administrative business of the Dean's Office including human resources management, event planning, and serve as a liaison between departments within and outside of the College. Provide administrative support to the Dean and Asst./Associate Dean.

Essential Functions:

35% Manage communication, correspondence, scheduling, and service in Dean's Office; including maintaining calendars, organizing meetings and agendas, informing Dean and Associate Dean of important issues; making travel arrangements, providing administrative support to Dean's Advancement Council officers; conference rooms scheduling; supervising student employees.

30% Manage Human Resources within the College: primary hiring manager for all full-time faculty/CP/staff positions in CBA; review and compile materials to be submitted to OAA and Board. Maintain highly confidential personnel files. Independently compose/prepare correspondence. Create, maintain, update department files (paper & computerized) for reports, projects, and decision making. Special projects as assigned.

25% - 30% - Execute college events and speaker series from start to finish. Serve as liaison between College and event sponsors as well as between the Dean's office and the university community. Provide administrative support to CBA departments and individuals as needed.

5% - 10% Prepare/process purchase requisitions for the purchase of supplies, payment of invoices, and reimbursement of funds. Assist in development of budget recommendations while maintaining record of budget expenditures.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years of progressively responsible work experience as a senior and/or administrative assistant.. Strong organizational, interpersonal, and communications skills; outstanding decision-making skills and ability to work independently. Prior higher education and 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.