

The University of Akron
Classification Specification

Job Title:	Coord Admin Services - Engineering Dean's Office	Job Code:	41341
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	5/17

Job Summary:

Direct the general administrative business of the Dean of the College of Engineering, including human resources management, event planning, and serve as one liaison between departments within and outside of the College

Essential Functions:

40% Manage communication, correspondence, scheduling, and service to the Dean, including maintaining calendars, answering phones, organizing meetings and agendas, informing Dean of important issues, providing administrative support to Dean's Advancement Council officers; conference rooms scheduling; supervising student employees. Prepare minutes at college meetings.

30% Manage Human Resources within the Dean's Office: primary hiring process manager for all Engineering Dean's Office hiring; Acquire, develop and/or compile materials and information to be submitted to departments, OAA, Board, as needed and requested. Maintain and update highly confidential personnel files. Independently compose/prepare correspondence. Special projects as assigned.

15% Execute college events from start to finish, such as Engineering Awards Banquet. Train departmental staff on common administrative functions.

15% Prepare/process purchase requisitions for the purchase of supplies, payment of invoices, reimbursement of funds and personnel action forms.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years of progressively responsible work experience as an administrative assistant. Strong organizational, interpersonal, and communications skills; strong decision-making skills and ability to work and act independently and proactively required. Advanced computer skills preferred. Prior higher education experience 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.