

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Employment Services Associate	<b>Job Code:</b>	44132
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business/Administrative Services	<b>Date:</b>	5/10

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**Job Summary:**

Coordinate, monitor and assist with all Employment Services functions, paperwork, and processes involved in hiring, promoting and transferring of employees. Maintain the application process and the applicant tracking database. Serve as the Human Resources Receptionist and assist other Human Resources functions.

**Essential Functions:**

35 - 45% Coordinate, process and assist with all aspects of the Employment Services unit including all details of the employment process. Maintain applicant tracking database and prepare various reports utilizing data stored in system.

20% Act as liaison between Employment Services and the general public, faculty, contract professionals, and staff. Act as the receptionist for the Human Resources department. Assist employees with completion of various forms (clearance, I-9, name changes). Date and distribute mail for department.

20% Assist the Employment Coordinators with their day-to-day functions and projects and relieves them of routine and non-routine tasks. Will assist in the recruiting process that includes screening and interviewing as needed.

10% Assist with compensation function that may include: maintaining and audit databases, create classification specifications, assist with surveys and other human resources activities.

5% Assist in the preparation and publication of the Employment Opportunities Bulletin. Proofread the Employment Opportunities Bulletin and distribute to campus and off-campus locations.

5% Act as back-up for the Coordinator of Employment Services by assisting with scheduling and coordinating pool positions and placing advertising for faculty, contract professional and staff positions.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 1 year experience in performing and/or assisting with general human resources job functions. Computer skills including word processing, spreadsheet, and database administration required. Customer service and problem solving skills required. Ability to work independently and exercise judgment in coordinating activities and managing telephone calls and visitors required. Ability to interact with individuals from diverse cultural backgrounds required. May consider a recent graduate in human resources or related degree with previous office experience.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**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.

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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.