

The University of Akron  
**Classification Specification**

**Job Title:** Coord Counseling & Testing Center  
**Job Function:** Staff  
**Job Family:** Bargaining Unit  
**SOC** 1000 Administrative Support Division

**Job Code:** 80058  
**Grade:** 117  
**FLSA:** Non-Exempt  
**Date:** 2/16/2/99

**Job Summary:**

Coordinate daily administrative operations of the University Counseling and testing Center, provide administrative services and information to students, university community, parents and general public. Provide resources to students in distress needing crisis and personal help, as well as, academic, educational and learning disabilities issues. Process paperwork, create forms and documents, analyze data and prepare weekly, monthly and annual reports. Assist the Executive Director to develop CTC accreditation reports. Maintain schedules and calendars, make appointments for meetings, presentations, outreaches for Center professional staff. An administrator for center computers and budget. Create a warm, welcoming and helpful environment to those in crisis and seeking emotional help. Provide mental health resources information.

**Essential Functions:**

30% Administer the Titanium scheduling/database system for appointments, reports and web forms. Work with emotionally distressed students, parents, faculty, and community.

20% Handle highly confidential psychological information; personal files/reports. Follow state and national ethical principles and APA & IACS accreditation guidelines for Counseling & Testing center.

20% Perform daily administrative functions for Executive Director and 18-19 professional staff members including: reports, charts, forms, assessment documents, data spreadsheets.

20% Responsible for budget as an administrator; ordering supplies, recordkeeping of purchases or multiple center accounts and create/update reports with spreadsheets using Peoplesoft.

10% Train and supervise Graduate Assistants in center operations. Provide them guidance regarding confidentiality and risk management.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

None

**Experience:**

Requires a minimum of 6 years experience in office/clerical procedures. Advanced office clerical skills, using a variety of computer software and the ability to learn new software programs. Strong interpersonal, and organizational skills required in an environment dealing with emotionally distressed persons within a large organizational structure. Ability to work independently and with the guidance of a psychological team, resiliency, emotional intelligence and provide supervisory leadership of graduate students.

**Leadership:**

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

**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.