

The University of Akron
Classification Specification

Job Title: Coord Admin & Assignments - RLH
Job Function: Staff
Job Family: Bargaining Unit
SOC: Student Services Division

Job Code: 80059
Grade: 117
FLSA: Non-Exempt
Date: 4/16

Job Summary:

Supervise, train and assign duties for students of a large office staff while assessing the student staffing needs of the department. Coordinate activities and promote the maximum utilization of office employees. Coordinate all aspects of student housing contracts and bed assignments for residence halls.

Essential Functions:

30% Oversee departmental student personnel and perform various supervisory duties including hiring and evaluating employees, scheduling and monitoring work hours and administering disciplinary action when necessary.

30% Coordinate and oversee the online housing agreement online room selection process. Accurately update student accounts to reflect credits/charges. Reassign students as situations arise. Verify student contract compliance (full-time enrollment, academic dismissals, student conduct dismissals, etc.). Contract students who are contract compliant and explain options.

20% Coordinate the assignment of duties and responsibilities to students for the purpose of ensuring accuracy and timeliness in the execution of daily operations. Administer University policies and procedures. Evaluate current work processes and make recommendations for future changes.

10% Serve as the liaison between Residence Life and Housing and other campus departments; specifically Lockshop, University Police Department, Environmental Health and Safety and others as needed.

10% Respond to student and/or employee inquiries to resolve problems.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in office/clerical procedures preferably in a university/college residence halls office or rental property office. Ability to work in a high paced, high volume office environment. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal, problem-solving, and research skills required. Prior supervisory experience preferred.

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:

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.