

The University of Akron
Classification Specification

Job Title: Asst to Department Chair-Psychology
Job Function: Staff
Job Family: Bargaining Unit
SOC

Job Code: 80060
Grade: 117
FLSA: Non-Exempt
Date: 11/17

Job Summary:

Assist the Department Chair of Psychology in maintaining daily office operations of large graduate and undergraduate programs. Coordinate the graduate admissions process and graduate assistance (GA) contracts. Process various graduate and undergraduate student forms. Provide assistance to students. Create and maintain databases to be used in gathering data for various internal and external departmental reporting needs

Essential Functions:

40% Manage the application process for graduate admissions. Obtain, organize and maintain all necessary documents for admission into graduate school. Act as the liaison between the graduate students, Psychology Department and Graduate School. Maintain contact with applicants or other universities for additional information if needed to complete the graduate school admissions process. Complete graduate acceptance agreements once admitted to graduate school. Schedule classes for graduate students and complete DPR, exceptions, etc. for their degree clearances. Act as the liaison with the Graduate school for information needed for the degree clearance process. Assist incoming graduate students with office assignments, mailboxes, etc.

30% Assist the Department Chair with completing course scheduling each semester. Coordinate the hiring process for faculty, staff and students. Maintain department payroll and personnel records. Complete University required documentation for teaching and load hours (i.e. TAARS). Process curriculum changes and proposals through the Dean's Office by entering information into the University's on-line system. Maintain conference room scheduling. Operate the department plotter machine and assist in maintaining the department's computer labs. Assist with faculty and graduate student evaluations. Maintain and complete independent contractor paperwork for grants or special projects to ensure payment of services performed. Assist with maintaining and monitoring the department's budget.

20% Creates and maintains databases to meet departmental reporting needs. Creates queries to obtain accurate data and statistics for departmental use and reporting. Update and maintain department website as needed.

10% Provide administrative support to faculty, graduate and undergraduate students. Assist with scheduling advising appointments and responding to student's questions. Assist with purchasing of department supplies and other administrative duties as assigned

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience of advanced administrative procedures with a minimum of 2 years of experience working in a higher education environment. Advanced computer knowledge including word processing, spreadsheet and database software packages required. Ability to create and maintain databases required. Strong interpersonal, problem solving and research skills. Proven ability to adapt to new technology, multi-task and work in a fast paced environment required.

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.