

The University of Akron
Classification Specification

Job Title: Administrative Assistant Grant Funded - AA
Job Function: Staff
Job Family: Bargaining Unit
SOC 1000 Administrative Support Division

Job Code: 81350
Grade: 116
FLSA: Non-Exempt
Date: 2/15

Job Summary:

Provide assistance to the Director and Program Director(s) pertaining to the administration of the various department grants and activities within the Academic Achievement Programs. Assist Department Director with the coordination of daily office operations related to the various department grants and procedures. Relieve supervisors of routine and some non-routine administrative duties. Exercise some judgment in resolving issues or concerns related to departmental policies and procedures. Assist with the coordination of summer programs.

Essential Functions:

10%-40% Research and collect for the purpose of providing information to others, developing grant activities, making recommendations and preparing materials. Assist AAP Director in ensuring that grants are being properly administered based on each grant's specific criteria and notifies AAP Director of any concerns. Interpret each grant as it relates to the University's policies/procedures and transmits decisions and directives for the benefit of support staff, faculty and student assistants. Coordinate grant/program activities for the purpose of responding to inquiries and complaints, furnishing information to the public and providing explanations.

10%-20% Coordinate the Academic Achievement summer enrichment hiring and residential process. Assist each Program Director with determining logistics/room space and acts as a liaison with other offices on campus (i.e. dining services, rec & wellness, residence life and housing, academic areas etc.) in coordinating the needs of each program/grant. Respond to parents' general inquiries and concerns but appropriately directs questions related to the individual summer programs/activities.

10%-20% Monitor department budget and assist individual programs with grant/budget issues. Review and determine charges are appropriately assigned and/or split accordingly to the correct budget(s). Research products, vendors and prices to assist with properly appropriate funds for the purchase of equipment and supplies.

5%-10% Maintain confidential student and/or personnel files and payroll records. Assist with tracking student's progress throughout the grant/program and act as a liaison between office, parents and students' school. Assist with the hiring process and track available positions, compiles information for job descriptions, new job openings and employee searches.

5% - 10% Maintain calendars, organize meetings, coordinate special events, awards ceremonies, travel arrangements. Monitor federal correspondence and/or program guides for the grant funded programs. Update and manage internal and external computer database and file systems. Utilize software packages and computer applications to create spreadsheets and documents for the completion of projects.

5%-10% Assign, train, supervise and review the work of designated clerical support personnel and student assistants. Coordinate administrative activities between the various programs and/or grants within the department.

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. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal, problem-solving, and research skills required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

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.

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.

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