

The University of Akron  
**Classification Specification**

|                         |                                      |                  |               |
|-------------------------|--------------------------------------|------------------|---------------|
| <b>Job Title:</b>       | Office Support Specialist            | <b>Job Code:</b> | 41111         |
| <b>Job Function:</b>    | Staff                                | <b>Grade:</b>    | 113           |
| <b>Job Family:</b>      | Classified                           | <b>FLSA:</b>     | Non-Exempt    |
| <b>SOC Description:</b> | 1000 Administrative Support Division | <b>Date:</b>     | 1/1/04;7/1/99 |

**Job Summary:**

Under direct supervision, provides general clerical support to an administrative or academic unit.

**Essential Functions:**

5%-50% Serves as receptionist, schedules appointments, responds to inquiries and provides requested information.

10%-50% Maintains and updates filing systems by reviewing and verifying information using electronic or paper reports.

5%-30% Operates computers and other office equipment such as typewriters, calculators, and facsimile machines. Prepares mailings in addition to typing and proofing documents.

5%-10% Maintains office equipment which includes ordering supplies, brochures, and departmental materials.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 6 months experience in an office environment. Knowledge of the operation of general office equipment and computer based software packages required.

**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.