

The University of Akron
Classification Specification

Job Title: Coord UA Adult Focus
Job Function: Staff
Job Family: Classified
SOC Description: 1000 Administrative Support Division

Job Code: 41213
Grade: 117
FLSA: Non-Exempt
Date: 5/16/05

Job Summary:

Directs the daily office operations, supervises student staff and assists with departmental programs and events. Administers University policies and procedures. Acts as a liaison between the department, University community and public.

Essential Functions:

30% Supervises, trains, schedules and assigns duties and responsibilities to student staff. Trains student staff on all computer applications in computer lab and to assists adult learners by offering individual computer training and to assist with other computer related issues and/or questions. Assists adult learners with other routine questions or concerns they may have.

20% Acts as a liaison between the department, the university community and the public by interpreting University policies and procedures. Provides administrative assistance to various departmental programs and student groups. Assists with the preparation of departmental events.

15% Manages all accounting procedures and departmental budgets. Monitors and forecast budgets to keep Director informed. Maintains records/documentation for the VISA programs and book loan fund. Transfers money and tracks grants and sales accounts.

15% Performs administrative duties including but not limited to preparing correspondence, mailings and maintaining databases. Researches and assists in developing and evaluating new programs.

10% Maintains office filing system and office supplies/equipment. Researches products, vendors and prices to properly appropriate funds for the purchase of equipment, materials and supplies. Maintains the inventory of all supplies and marketing materials and reorders when necessary.

10% Assists with the development and production of informational materials and promotional materials related to the department's services and events. Oversees the publications and acts as a liaison with Institutional Marketing and Printing Services. Reviews materials on an annual basis and makes necessary changes.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in performing clerical and administrative duties. Basic accounting and budgeting skills required. Advanced computer software skills and the ability to train individuals on relevant software packages and use of the internet required. Strong organizational, interpersonal, problem solving and task management skills required. Ability to coordinate programs, events and perform research required. Supervisory and experience in a higher educational environment 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:

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.