

The University of Akron
Classification Specification

Job Title:	Coordinator Research Services & Sponsored Programs	Job Code:	41215
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	11/05

Job Summary:

Manages the daily office operations of the Office of Research Services and Sponsored Programs (ORSSP) functions efficiently and effectively by maintaining the flow of information, supplies, and budgeted expenses.

Essential Functions:

30% Administrative support to Director and Associate Director and the administration of general office functions, including the supervision of the receptionist and student assistant(s).

20% Monthly/annual reporting of the Office of Research Services and Sponsored Programs (ORSSP) activity to the University Board of Trustees, as well as other ad hoc reports as requested, and in-house tracking of various data.

15% Anticipate ORSSP's needs and review annual proposed budget for Director's approval. Monitor all operating accounts, including commitments, complete transfers as needed and pay invoices.

15% Management of ORSSP's office and grant files, including the database and all archival functions.

10% Provide technical assistance as needed to the ORSSP's staff, including the database software, upgrades for the staff, and central coordination of the ORSSP's webpage.

10% Monitor and approval all supply purchases. Supervise staff member responsible for maintaining the supply inventory.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience performing advanced clerical and administrative duties and supervision. Strong interpersonal, problem-solving and research skills required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Ability to manage complex databases, create queries and use reporting software required. Knowledge of computer hardware preferred. Familiarity with the internal functions of the University preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

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.