

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Asst to the Department Chair-Psychology	<b>Job Code:</b>	41245
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	3/5/04

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**Job Summary:**

Assists the Department Chair of Psychology by coordinating the graduate admissions process and GA contracts. Processes various student forms and provides assistance to students. Creates and maintains databases to be used in gathering data for various internal and external departmental reporting needs.

**Essential Functions:**

30% Creates and maintains databases and extracts data to meet departmental reporting needs. Creates queries to obtain accurate data and statistics for departmental use and reporting.

20% Collects and organizes all necessary documents for admission into graduate school. Contacts applicants or other university's as needed. Provides assistance and support to applicants via phone, fax or email. Calculates GPA's and overall rank. Completes all necessary evaluations and GA contracts once admitted to graduate school.

20% Assists the Department Chair in developing and maintaining class schedules, completing graduate degree clearance forms, ordering of all textbooks and maintaining personnel and payroll records. Maintains and completes Independent Contractor Forms and Contracts for assistance on grants or special projects to ensure payment for services performed. Completes University required documentation and forms for teaching and other load hours (i.e. TAARS).

10% Processes curriculum changes and proposals through the Dean's Office by entering information into the University's on-line program.

10% Updates and enhances website as needed by the department. Assists with other administrative functions as needed.

**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 with a minimum of 2 years 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 and the ability to multi-task required. Ability to adapt to new technology and work in a fast paced environment 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.

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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.