

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Administrative Assistant	<b>Job Code:</b>	41311
<b>Job Function:</b>	Staff	<b>Grade:</b>	116
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	1/1/04;9/14/01;7/1/99

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**Job Summary:**

Provides assistance to supervisors in the administration of departmental programs or activities. Directs daily office operations pertaining to departmental programs and procedures. Relieves supervisors of routine and some non-routine administrative duties. Exercises independent judgment in resolving issues or concerns related to departmental policies and procedures.

**Essential Functions:**

10%-40% Researches, collects, and interprets data for the purpose of providing information to others, developing programs, making recommendations, and preparing materials. Evaluates programs, provides input in the decision-making process, and administers new policies and programs.

10%-25% Maintains highly confidential personnel files and payroll records. Tracks available positions, compiles information for job descriptions, new job openings, and employee searches. Interprets policies/procedures and transmits decisions and directives for the benefit of support staff, faculty and student assistants.

15%-40% Maintains calendars, organizes meetings, coordinates special events and travel arrangements, and composes correspondence. Updates and manages computer databases and file systems. Utilizes software packages and computer applications to create spreadsheets and documents for the completion of projects.

5%-15% Monitors budgets, establishes start-up accounting procedures, and manages or closes out special accounts for the department. Researches products, vendors, and prices to properly appropriate funds for the purchase of equipment and supplies.

5%-10% Coordinates public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public, and providing explanations. Acts as a liaison between the department and the university community.

5%-15% Assigns, trains, supervises, and reviews the work of designated clerical support personnel and student assistants.

**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:**

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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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.