

The University of Akron
Classification Specification

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| Job Title: | Administrative Assistant Sr | Job Code: | 41312 |
| Job Function: | Staff | Grade: | 118 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 1000 Administrative Support Division | Date: | 1/1/04;7/1/99 |

Job Summary:

Coordinates office functions while providing administrative support to a Dean, Executive Director, or Assistant/Associate Vice President. Provides assistance in the planning and implementation of special events and projects. Frequently uses independent judgment in matters dealing with policies and procedures.

Essential Functions:

20% 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.

20% Directs the support staff and supervises student assistants. Maintains highly confidential personnel files and payroll records. Manages employee searches, recruits applicants and conducts interviews. Interprets policies/procedures and transmits the decisions and directives of the administration.

20% 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.

20% 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.

10% Performs necessary research and completes appropriate paperwork for the purchase of supplies, payment of invoices, and reimbursement of funds. Assists in the development of budget recommendations while maintaining record of budget expenditures.

10% Prepares various reports as requested by the department administration for the purpose of tracking expenses, evaluating project progress, analyzing departmental procedures, and recommending changes.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office/clerical procedures. Ability to take independent action as well as obtain general direction from departmental administrators required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory experience preferred.

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.

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.