

The University of Akron
Classification Specification

Job Title:	Coord Univ Park Alliance	Job Code:	41323
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	6/28/04

Job Summary:

Provides administrative support to the Director and coordinates all office functions. Coordinates meetings with senior University, City and Community Officials. Plans and coordinates special events. Maintains and monitors departmental budgets.

Essential Functions:

35% Maintains calendar for both Director and Associate Director. Arranges and coordinates meetings with senior UA and City/Community Officials regarding University Park Alliance (UPA) programs. Coordinates travel arrangements, composes and replies to correspondences. Creates and maintains database of UPA contacts. Maintains an excellent rapport with both internal and external contacts. Acts as a liaison between community organizations and UPA by coordinating public relations activities and taking a pro-active role in the management of the relationships.

25% Coordinates the Annual UPA Awards Luncheon and similar events. Prepares guest list, designs and mails invitations, designs printed program and coordinates menu and related audio/visual needs. Researches and makes application to the City of Akron and Akron Community Foundation Neighborhood Partnership Program. Conducts monthly review of budgets and creates daily working budget to monitor expenditures and income.

20% Coordinates the planning, research and implementation of community/university improvement projects and evaluates the success of the programs. Administers new programs and policies and provides suggestions in the decision making process.

10% Recruits, interviews and supervises office support staff and student assistants. Maintains highly confidential personnel and real estate development files.

10% Maintains office equipment, orders supplies as needed, answer phones and greets guests.

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 management including supervisory experience. Ability to work independently in a fast-paced environment, which requires the ability to multi-task. Strong interpersonal, problem solving and research skills required. Experience interacting with senior level officials and their staffs required. Advanced computer skill including word processing, spreadsheet, database and presentation software 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:

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.