

The University of Akron
Classification Specification

Job Title:	Coord Admin Srvs A&S	Job Code:	41319
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	1000 Administrative Support Division	Date:	7/13

Job Summary:

Support the Dean and Dean's office staff.

Essential Functions:

30% Maintain calendars, organize meetings, prepare agendas, coordinate special events and make travel arrangements. Inform the Dean of important deadlines and issues.

25% Review and compile materials to be submitted to the OAA and the Board and prepare correspondence.

20% Update and maintain confidential personnel files.

10% Serve as liaison between the Dean's Office and other departments.

10% Conduct College Elections every Spring and run-off elections in fall as required.

5% Supervise three Dean's Office staff.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 or more years progressive work experience as a senior administrative assistant or administrative assistant. Requires a broad knowledge of university operations and policies, a high level of discretion, organization, and advanced computer skills. 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 skills 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:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.

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.