

The University of Akron
Classification Specification

Job Title:	Supv Developmental Progs Supp	Job Code:	41283
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/07

Job Summary:

Responsible for the daily operations of the developmental main office and labs. Schedule employees and manage student employees. Provide administrative and faculty support.

Essential Functions:

40% Coordinate the daily operations of the developmental labs and main office. Assess daily staffing needs and schedules students accordingly in the labs and main office areas. Supervise and coordinate the student workers and office assistants.

35% Direct daily office operations. Monitor budget reports, personnel files and purchasing. Coordinate special events and programs. Respond to student and/or employee inquiries, complaints and request for information and serve as a department liaison to other departments on campus.

25% Manage enrollment, course scheduling and book orders. Register students to accommodate special needs. Provide assistance to Director and Coordinators.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience working in an office environment within an academic department. Strong organizational, problem solving and interpersonal skills required. Prior supervisory and scheduling experience required. Strong computer skills required. Ability to work in a fast paced environment, able to multitask and have the ability to interact with students, faculty, and staff both within and outside of the departments and with outside vendors required.

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:

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.