

The University of Akron
Classification Specification

Job Title:	Asst Dept Syst Admin-HR	Job Code:	43351
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	5/1/14

Job Summary:

Coordinate, maintain and support various computer applications, software and programming languages to maintain data integrity within the Human Resources department.

Essential Functions:

10%-30% Design and implement detailed programming specification based on departmental requirements. Propose system changes and install new programs. Investigate system difficulties and provide solutions.

10%-30% Maintain the existing computer programs, applications and program documentation. Act as the liaison between the University and technical support services to properly implement system upgrades, related testing, troubleshooting and problem solving.

10%-30% Assist with system and software training and problem resolution providing support for various software and systems applications.

15%-20% Provide assistance with the documentation pertaining to programming, procedural development and upgrades with the preparation of regular status reports, web page creation and maintenance and system security issues.

Education:

Requires a relevant Associate Degree

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in computer programming and applications development. Highly developed computer skills and familiarity with several programming languages, system design and data management required. Strong problem-solving, communication, technical, and project management skills required.

Leadership:

No authority or responsibility for the supervision of others.

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:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display 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.