

The University of Akron
Classification Specification

Job Title:	Coordinator Operations	Job Code:	47551
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	2/13/3/11

Job Summary:

Coordinate and maintain a safe, clean and fun environment for students in the student union game room. Maintain game room equipment such as audio/visual, billiards, etc. Assist with customer service, cash handling and hiring/firing of employees. Coordinate events such as pool tournaments.

Essential Functions:

Responsible for the on-going maintenance of the Game Room; responsible for training student employees with respect to maintenance. Develop, plan & implement bowling and billiards tournaments for the Game Room.

Participate in the department student employment program to help develop and mentor student employees.

Manage tournament budgets by planning, directing, and controlling the financial functions as related to bowling and billiards tournaments.

Establish positive working relations with campus and community constituents to enhance programming initiatives and revenue generating opportunities.

Develop an ongoing assessment program (qualitative & quantitative) to monitor the satisfaction with and growth of tournaments.

Monitor the Student Union facility for the safety/security of all constituents daily. Be highly visible throughout the facility daily.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in programming, management, or event planning. Experience working with students of diverse educational, racial, ethnic and cultural background required. Experience in facility management for a bowling and/or billiards center preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 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. 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.