

The University of Akron
Classification Specification

Job Title:	Program Assistant	Job Code:	80051
Job Function:	Staff	Grade:	116
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	2/5/14

Job Summary:

Provide administrative support and assistance in program development, preparation and implementation. Coordinates daily activities to facilitate specific programs as developed by the department.

Essential Functions:

15%-30% Gather information and conducts research to assist in the development of various programs within the department.

10%-25% Schedule program activities and coordinates arrangements to facilitate program operations.

10%-20% Participate in the formulation of budgets, reports, policies and procedures for programs or special projects.

15%-30% Respond to administrative requests for data, records and reports while defining and attempting to resolve program problems.

5%-10% Evaluate the execution of current programs and make recommendations for changes.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in general office operations and program administration. Strong communication, research, organizational, and computer skills including word processing, spreadsheet and database capabilities required. Experience in a Higher Education setting preferred.

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:

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.