

The University of Akron
Classification Specification

Job Title:	Coord Student Success Administration	Job Code:	80057
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC	7000 Student Services Division	Date:	11/15

Job Summary:

Provide direct support to the AVP or senior management of Student Success including but not limited to coordinating calendar, schedule and itinerary. Maintain GradesFirst for the Office of Student Success by providing end-user support, training, queries, reports, etc.

Essential Functions:

50% Serve as main contact of GradesFirst for the Office of Student Success. Provide continual end-user support. Identify and address user's needs and increase efficiency of systems use. Design and run reports and queries for campus and division use. Perform analysis of data to ensure accuracy and make recommendations. Implement new business systems and system functionality and business processes to support business goals across campus. Provide end-user training as necessary.

20% Manage AVP or senior management's calendar, meetings, meeting agendas and notes, reports, budgets, travel arrangements, etc. Create internal and external correspondence.

20% Assist with employment and payroll related duties including entering employee hours into EmpCenter, tracking and approving time off requests from division and processing and tracking PAFs, position requests and stipend payments. Serve as HPM for department.

10% Assist Academic Advising and other departments as needed with correspondence, reporting, travel arrangements, budget transfers, etc.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office/clerical procedures. Ability to multi-task and work in a fast paced environment with little supervision required. Ability to make decisions independently required. Extensive knowledge of office procedures, software packages such as Word, Excel, PowerPoint, etc required.

Leadership:

No authority or responsibility for the supervision of others but must be able to direct others on daily operations and review for accuracy and consistency.

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.