

The University of Akron
Classification Specification

Job Title:	Coord SRWS Membership & Personnel	Job Code:	80061
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC	7000 Student Services Division	Date:	1/18

Job Summary:

Manage student accounts and personnel processing. Support all hiring and employment functions. Track cost center reporting, and manage record retention, compliance, contracts, and risk management reports on a regular basis. Manage the inventory and tracking of supplies, clothing and Pro Shop inventory. Assist in daily operations of the Pro Shop and membership sales and

Essential Functions:

25% Manage membership area in training student staff, selling memberships, staffing, and other retail sales. Track membership data. Review membership applications for correctness. Process membership forms and cancellations. Reconcile monthly payroll deductions and maintain parking information and prepare spreadsheet for transfer of funds. Maintain files for all SRWS members. Provide support in membership processing.

25% Manage student accounts and highly confidential personnel files and payroll records, student employment paperwork and payroll processing for 200+ student employees and full time staff. Track hours worked for student employees through Cost Center Reports and EmpCenter reporting for all department employees. Serves as liaison to HR and student employment for all hiring and employment functions to include job request forms, hiring manager and recordkeeping. Communicate to and process updates for all departmental staff.

15% Maintain inventory and distribution of departmental supplies, including staff clothing inventory and pro shop inventory, updating POS records and product sourcing. Research products, vendors, prices to properly appropriate funds for the purchase of supplies and equipment. Input information for approved purchases in PeopleSoft.

15% Manage proper record retention compliance for employees, membership contracts, risk management and accidents/incidents. Update and manage electronic database and spreadsheets utilizing software packages and computer applications to create spreadsheets, reports, and documents for projects.

10% Coordinate and support large department training to include program communication, staffing of event/training, equipment required, booking the meeting space with set up and attendance lists, many taking place outside of standard business hours. Assist Director and staff with various projects as assigned. Assist campus departments with facility requests.

10% Coordinate public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public, resolving patron concerns, and providing explanations. Serve as a liaison between the department and university community.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years in employment and/or office management with collegiate recreation, membership sales and/or event management experience. Strong time management and organizational skills with the ability to prioritize and coordinate multiple projects simultaneously. Computer skills to include spreadsheets, word processing and databases required. Strong oral and written communication skills required. Experience with membership sales, point of sale, personnel and payroll records and tracking. Ability to work non-traditional hours as needed. Demonstrated commitment to diversity, social justice and cultural competence, and the ability to work in a multi-cultural environment. Preferred requirements to include: Bachelor's or Master's degree in Sports Administration, recreation or related field; Experience with facility/membership management software and employees scheduling software; basic accounting skills; American Red Cross CPR/First Aid/AED certification.

Leadership:

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

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.

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.

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