

The University of Akron
Classification Specification

Job Title:	Dept/Safety Programs Specialist - CAST	Job Code:	80105
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC	7000 Student Services Division	Date:	6/16

Job Summary:

Coordinate the daily programs, training academies and student functions within the Department of Disaster Science & Emergency Services while reporting directly to a Dean and/or an Assoc/Asst Dean. Provide day-to-day administrative support and guidance for the department, in lieu of a department chair and act as a liaison for faculty, staff, students and Dean's Office.

Essential Functions:

50% Manage the day-to-day business operations for the various academies. Maintain attendance logs, schedule changes, reporting, securing all needed facilities/equipment for driving, sobriety testing, searches, etc. Assist with admissions into the academies through graduation from the academies. Maintain academy files adhering to state standards. Prepare documentation for all aspects of the state audits, including opening audit, enrollment audit, and closing audits for the Police and/or Fire Academies. May also assist with seminars and workshops when needed.

30% Manage the day-to-day business operations for the Department of Disaster Science & Emergency Services. Assist and respond to faculty, students, and Associate Dean. Responsible for adhering to and providing departmental reporting to individuals and agencies within and outside of the university. Manage departmental budgets and work with the Assoc Dean on all related budget issues, and provide purchasing for the department. Create, maintain and provide class scheduling decisions to the Assoc Dean. Assist with maintaining, collecting and tracking academic forms (i.e. RTP documentation ect) and compile reporting data. Coordinate the hiring process for the department that may include securing instructors for the academies and maintaining their certificates as they expires. Hire, train and supervise all student help needed for the department.

10% Liaison for the EMT-Paramedic program at Akron General Medical Center and Summa Hospital. Responsible for scheduling classes, enrolling students, handling billing from sites, entering grades and other duties as needed.

10% Other duties as assigned.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in administrative procedures with a minimum of 4 years experience working in a higher education environment. Advanced computer knowledge relating to word processing, spreadsheet and database software packages required. Strong interpersonal, problem-solving, research skills and the ability to multi-task required. Prior supervisory experience 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.