The University of Akron
Classification Specification

Job Title:	Admin Asst-Institute Leadership Advancement Grant	**Job Code:**	81251
Job Function:	Staff	**Grade:**	116
Job Family:	Bargaining Unit	**FLSA:**	Exempt
SOC	1000 Administrative Support Division	**Date:**	6/16

Job Summary:

Provide administrative support to Institute of Leadership Advancement Grant in the College of Business.   Direct daily office operations pertaining to the grant's programs, policies and procedures. Relieve supervisors of routine and some non-routine administrative duties. Exercise independent judgment in resolving issues or concerns related to the grant's policies and

Essential Functions:

10%-40% Research, collect, and interpret data for the purpose of providing information to others, developing programs, making recommendations, and preparing materials.   Evaluate programs, provide input in the decision-making process and administers

10%-25% Maintain highly confidential personnel files and payroll records.   Track available positions, compiles information for job descriptions, new job openings and employee searches.   Interpret policies/procedures and transmits decisions and directives

15%-40% Maintain calendars, organize meetings, coordinate special events and travel arrangements and compose correspondence. Update and manage computer database and file systems.   Utilize software packages and computer applications to create spreadsheets and documents for the completion of projects.

5%-15% Assign, train, supervise and review the work of designated clerical support personnel and student assistants.

5%-10% Coordinate public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public and providing explanations.   Act as a liaison between the department and the university community.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in office/clerical procedures.   Ability to coordinate programs, work in a fast paced environment, and utilize new technology required.   Advanced computer skills including word processing, spreadsheet, and database software packages required.   Strong interpersonal, problem-solving, and research skills required.

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.