

The University of Akron
Classification Specification

Job Title:	Coord Academic Affairs Support - WC	Job Code:	41325
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	10/05

Job Summary:

Coordinate and oversee processes of faculty, staff, classified, and unclassified personnel records for Wayne College. Monitor personnel actions and administer policies pertaining to staff employees. Audit system to assure accuracy of information used by the Wayne College community. Serve as liaison to the University Human Resources department.

Essential Functions:

25% Oversee Office of Academic Affairs (OAA) staff in maintaining a variety of local Human Resources tables (MS Access). Audit the system for accuracy and serve as liaison to the University HR campus users. Create, troubleshoot and generate reports for HRIS system auditing and for Wayne campus users.

25% Oversee the organization, distribution, data entry and processing support for staff and faculty personnel actions into Wayne College database, including searches. Administer University policy pertaining to activities. Ensure policy procedures compliance and deadlines are being met.

15% Respond to routine questions and/or problems from members of the Wayne College (WC) community, constituencies, and the general public. Act as a liaison between various WC departments to facilitate staff records processing. Assist in training WC community regarding University policies and procedures, as appropriate. Ensure Human Resources forms are being completed properly.

15% Oversee WC hiring processes, including production of personnel action forms, search process forms, and term academic activity reports. Prepare budget recommendations and written narrative for Office of Academic Affairs' budgets.

10% Coordinate new employee orientation and other employee well-being activities at Wayne College.

10% Write and maintain internal office procedures while developing and recommending workflow processes. Study and adapt to new system programs when necessary.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in office/clerical procedures preferable in a human resources environment. Prior working experience with monitoring budgets required. 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, customer service, and research skills required. Excellent written, presentation, and verbal communication skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

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.