

The University of Akron
Classification Specification

Job Title:	Coord Business and Operations-CAST	Job Code:	41333
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	3/15;2/08

Job Summary:

Directs the general administrative business and operations of Summit College including budgeting, human resources management, resource allocations and serves as liaison person between departments within and outside of the college.

Essential Functions:

30% Manage and analyze college's budgets and financial procedures. Develop financial reports and PeopleSoft Financial requests and queries to provide data for analysis, allocations and projected expenses.

20% Manage business matters within the college including advertisements, brochures, newsletters and other publications.

20% Manage human resources within the college. Oversee searches, activity reporting, vacation/sick leave, performance appraisals. Maintain records and calculate 30-hour load faculty salaries. Oversee part-time teaching appointments within the college, ranking new part-time faculty and processing college's part-time teaching appointments.

15% Liaison between dean's office and departments and centers within the college. Directs support staff and student assistants. Maintain confidential personnel files.

15% Maintain calendars, organizes meetings and composes correspondence. With deans signature authority, approve routine financial expenditures and correspondence.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in general administrative procedures to include, budgetary/book keeping, record keeping, human resources, and office management. Strong organizational, communication and computer skills required. Prior experience in higher education and supervisory skills preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.