

The University of Akron
Classification Specification

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| Job Title: | Data Collections & Web Developer Analyst-CBA | Job Code: | 48824 |
| Job Function: | Staff | Grade: | 118 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 8000 Academic Services Division | Date: | 6/11 |

Job Summary:

Coordinate record keeping for college accreditation and facilitates reporting processes to insure accreditation compliance in all departments. Update CBA Website and social media sites, develop Web news stories, implement and maintain other department/college administrative projects and initiatives.

Essential Functions:

40% Collect data, organize and report generation for accreditation compliance. Maintain accurate records while performing statistical analysis of data and communicating with academic and non-academic units. Work with Assessment Officer and assist with the development of project objectives, timelines and reporting schedules.

35% Responsible for monitoring CBA's electronic presence. Insure CBA Website is current and consistent between the Centers, Institutes and Departments. Assist technology director and administrative staff to manage and update information as necessary. Develop Web news stories and materials for CBA Spotlight. Produce and distribute bi-weekly student activity updates.

15% Manage and coordinate student-centered activities. Work with CBA student organizations.

10% Maintain effective lines of communication between departments, students and Dean's Office. Assist Assessment Officer in responding to routine questions from faculty and staff regarding accreditation reporting processes, providing guidance of policies and procedures.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years progressively responsible work experience in data or project management. Excellent writing skills, strong communication, problem-solving and project management 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:

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.