

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Lakewood Ctr	<b>Job Code:</b>	41335
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	1/12

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**Job Summary:**

Oversee office functions and provides administrative support to the extended campus Director. Promote community partnerships and brand building while assisting in the planning and implementation of special events and projects. Operate with great latitude for independent judgment and initiative and serve as a creative and strategic thinker. Schedule requires flexibility.

**Essential Functions:**

Maintain the calendar for the Director and facility; organize meetings, prepare agendas, coordinate special events and travel arrangements and compose correspondence. Update and manage computer databases and file systems; utilize software packages and computer applications to create spreadsheets, documents and presentations.

Act as a liaison between the Extended Campus Director and the university community. Coordinate public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public and providing explanations.

Manage the office; develop policies and procedures and assist in monitoring the budget. Perform necessary research and complete appropriate paperwork for the purchase of supplies, payment of invoices and reimbursement of funds.

Oversee the efficient operations of the facility while delivering a high level of customer service to students, faculty and clients. Manage student advising and acts as a liaison to main campus.

Help create new revenue streams. Maintain the calendar and billing for the rental of the facility while encouraging the community to utilize the facility for meetings, etc.

Direct the support staff and supervise student assistants. Perform other duties as needed.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

**Experience:**

Requires a minimum of 2 years progressive work experience as an assistant or similar experience in an executive office. Prior working experience with Student Services functions required. Strong interpersonal skills, problem-solving skills and research skills required. Ability to multi-task, work in a fast paced environment, work independently and exercise considerable judgment in coordinating activities and managing communication and visitors required. Experience working within the local community and the ability to demonstrate a broad knowledge of community assets, institutions and organizations is preferred. Supervisory skill 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:**

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.

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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.