

The University of Akron
Classification Specification

Job Title:	Residence Life & Housing Specialist	Job Code:	47181
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	12/1/04

Job Summary:

Assist the Director in the areas of building services management, purchasing and budgeting/fiscal operations of the Residence Life and Housing department. Oversee the Summer Conference/Guest Housing Program.

Essential Functions:

30% Coordinate the department's conference/guest housing program. Assist with managing the conference/guest housing schedule and budget. Invoice clients, collect payments and make adjustments, transfers and deposits for conference programs. Coordinate other activities with University departments if needed.

30% Review, monitor and analyze monthly budget statements and coordinates the annual budget process with the Director. Administer the credit card program and oversees purchases, blanket orders and contracts for the department. Serve as a primary department liaison to Purchasing, Accounts Payable and Budget Offices. Oversee entire hiring process for the department and may serve on search committees.

10% Liaison & outreach initiative (i.e Admissions events, Honors Program, new student recruitment programs). Act as a liaison at University sponsored events and activities in conjunction with other departments on campus. Coordinate marketing activities and responds to inquiries.

10% Assist with the planning and preparation for project/program execution.

10% Assist the Director and staff with various projects as assigned.

10% Recruit, supervise, train and evaluate students and graduate assistants.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in administrative procedures including coordinating large projects and events. Prior budgetary and personnel experience required. Strong organizational, problem solving, research and planning skills required. Ability to work independently, make recommendations and execute programs required. Advanced computer skills including word processing, spreadsheet, databases and other related programs required. Strong communication skills both verbal and written required. Experience in a higher education environment preferred.

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.