

The University of Akron
Classification Specification

Job Title:	Coord Student Financial Aid	Job Code:	47314
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	1/1/04;2/28/01

Job Summary:

Provide direct supervision to the office staff, graduate and student assistants. Coordinate workflow and develop related policies and procedures.

Essential Functions:

45% Provide guidance in all matters of personnel, workflow, and related policies and procedures to the office support staff, graduate and student assistants.

40% Handle all matters regarding hiring and staffing.

15% Provide customer services and assistance to the campus community in conflict resolutions, and serves as the "on-call" director.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

Experience:

Requires a minimum of 6 years supervisory experience in an office management capacity. Prior experience in Student Financial Aid within a higher education environment required. Strong problem solving, research, and communication skills required. Advanced computer skills, including word processing, spreadsheet, and database management required. Ability to function in a fast paced, high volume work environment 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.