

The University of Akron
Classification Specification

Job Title:	Student Employment Records Asst	Job Code:	47114
Job Function:	Staff	Grade:	115
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	10/09

Job Summary:

Provide maintenance, data entry and processing support for the student forms and documents to maintain computer and office files in the Student Employment Office.

Essential Functions:

50% Process student employment documents and student employment forms according to established procedures via HRIS system. Contract departments with questions about forms when information is incorrect or missing.

15% Serve as a liaison with payroll office when corrections are needed.

15% Verify accuracy and completeness of information entered into system and makes corrections. Run and check bi-weekly enrollment monitoring reports.

10% Assist with Student Employment front desk when needed.

10% Perform other related duties as required.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience in data entry preferably in student employment, payroll or human resources department. Knowledge of office practices and procedures required. Computer skill to include word processing, spreadsheet and database management required. Ability to possess a high degree of accuracy and be detail oriented required. Effective oral and written communication and time management skills required. Ability to work independently and classify information according to established methods required. Prior PeopleSoft experience 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:

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.