

The University of Akron
Classification Specification

Job Title:	Coordinator Technology	Job Code:	43415
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	9/14;3/2011

Job Summary:

Identify and implement ongoing technology projects and coordinate technology support, training and equipment maintenance for the Student Union facility, department staff and clients. Oversee and manage student manager and student employees. Oversee and manage budget by planning, directing and controlling financial functions.

Essential Functions:

30% Identify and implement ongoing technology projects and coordinate technology support, training and equipment maintenance for the Student Union facility, department staff and clients.

30% Serve as the primary staff with computing services and clients for technology needs.

20% Supervise student manager and student employees. Assist Associate Director Student Union Operations with special projects. Perform other duties as assigned.

10% Participate in the department student employment program to help develop, mentor and retain student employees.

10% Manage budget by planning, directing and controlling the financial functions. Monitor and Maintain budget and approve expenditures.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in a student union, conference center or production house environment. Current and extensive knowledge of sound, lighting, audio visual technology and computer support required. Experience producing presentations and special events required. Experience working with students of diverse educational, racial, ethnic and cultural backgrounds preferred. Excellent written, oral, communication skills and demonstrated leadership ability preferred. An articulate understanding of the mission, culture, climate and environment of a metropolitan university preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

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.