

The University of Akron
Classification Specification

Job Title:	Coord Confucius Institute	Job Code:	48723
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	8000 Academic Services Division	Date:	2/12

Job Summary:

Coordinate CI office functions while providing administrative support to Director of CI, AVP SE and associated faculty members. Assist in the planning and implementation of special events and projects. Serve as liaison among international faculty and the Akron campus/community.

Essential Functions:

Maintain calendars, attend and organize meetings, coordinate special events and travel arrangements and composes correspondence. Update and manage computer databases and file systems. Create spreadsheets and documents for the completion of projects.

Assist temporary and permanent visiting scholars with inclusive activities including contacting landlords to make housing arrangements, contacting schools in the area, contacting health care facilities, etc. Interact with the Office of International Programs & Human Resources and assist with travel arrangement and USCIS procedures as needed by the visiting scholars.

Assist in the coordination and creation of marketing materials (traditional and electronic) for the Confucius Institute. Attend meetings on behalf of the CI as necessary.

Monitor budgets, make purchases as necessary for the CI office.

Prepare various reports as requested by the division administration for the purpose of tracking expenses, evaluating project progress, analyzing departmental procedures and recommending changes.

Direct the support staff and supervises student assistants. Interpret policies/procedures and transmit decisions and directive of the administration.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office/clerical procedures. Ability to take independent action as well as obtain general direction from departmental administrators required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory experience 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.

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.