

The University of Akron
Classification Specification

Job Title:	Coord Office Administration-Law	Job Code:	41219
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	12/06

Job Summary:

Supervise and coordinate the daily office functions for the Assoc Dean/Dean's Office in the Law School. Provide secretarial and administrative support to faculty, staff and administrators. Create and maintain databases to be used in gathering data for various internal and external reporting needs.

Essential Functions:

40% Create and maintain various databases including benchmarking, course exams, exam schedules, student course evaluations, web pages and correspondences. Generate reports and track data as needed or requested by professional staff.

20%-30% Responsible for daily office operations of Law Dean's administrative offices; perform, or coordinate the assignment of duties and responsibilities to staff and students for the purpose of ensuring accuracy and timeliness in their execution.

20%-25% Perform general clerical duties, including attending meetings and preparing manuscripts, as required.

10%-15% Monitor departmental budgets. Coordinate travel arrangements for business functions and monitors expenses.

5% Maintain office supplies and orders textbooks.

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 administration. Advanced computer skills utilizing relevant software packages and database programs required. Strong communication and organizational skills required. Supervisory experience preferred.

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.