

The University of Akron
Classification Specification

Job Title:	Coord NCERCAMP	Job Code:	41253
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	2/12

Job Summary:

Coordinate daily office functions while providing administrative support to Program Executive. Provide assistance in the planning and implementation of special events and projects. Provide Center-wide assistance to faculty in the submission of proposals to external funding sources. Perform numerous administrative duties including maintaining grant-related files, preparing reports, reviewing budgets and tracking funding for sponsored activities and subcontracts. Use independent judgment in matters dealing with policies and procedures.

Essential Functions:

30% Perform necessary research and complete appropriate paperwork for the purchase of supplies, payment of invoices and reimbursement of funds. Assist in the development of budget recommendations while maintaining record of budget expenditures.

20% Prepare various reports as requested by the department administration for the purpose of tracking expenses, evaluating project progress, analyzing departmental procedures and recommending changes.

20-50% Create and maintain files for University-wide proposals, grants and contracts. Coordinate monthly reports, gathers information and provides initial budget reviews for the University.

20% Coordinate public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public and providing explanations. Act as a liaison between the department and the university community.

10-30% Prepare proposals to sponsors in accordance with each funding agency's guidelines and mandates. Coordinate pre- and post-award activities with representatives from Office of Research Services and Sponsored Programs. Attend professional conferences and seminars to maintain knowledge of government guidelines.

10-15% Maintain highly confidential personnel files and payroll records. Manage employee searches, recruit applicants and conduct interviews. Interpret policies/procedures and transmit the decisions and directives of the administration. Maintain calendars, organize meetings, coordinate special events and travel arrangements and compose correspondence. Update and manage computer databases and file systems. Utilize software packages and computer applications to create spreadsheets and documents. Supervise student assistants.

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. Knowledge of funding sources, university policies and electronic research administration required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory 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:

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.

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.

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