

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Business Operations - Dining Services	<b>Job Code:</b>	42531
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC</b>	2000 Finance / Accounting Division	<b>Date:</b>	1/18;2/14

**Job Summary:**

Assist with the coordination of the human resources function for Aramark employees, employed at The University of Akron. Maintain department records related to business operation.

**Essential Functions:**

Coordinate the employment and record keeping process by ensuring all employees' paperwork is completed and distributed to appropriate departments/locations. Enter and maintain all employee personnel actions/information into databases and set-up and maintain personnel files. Audit employee records to ensure accuracy. Coordinate performance review process. Order, distribute and/or assign to employees keys/access, badges, lockers, parking permits and other employee issued items. Assist with scheduling and tracking orientation and training sessions. Prepares and creates reports as needed. Collect Aramark and University property upon termination of employee.

Assist with payroll processing and answers related employee questions. Maintain, track and audit payroll information and records within Kronos payroll system.

Request maintenance/repair work orders as requested by Managers. Maintain call records and required vendor documentation for site visits. Schedule maintenance, repairs and testing of equipment in a timely manner so as to not interfere with service to customers. Maintain maintenance records and records of all maintenance calls placed.

Act as a liaison between Aramark and university departments and other outside vendor. Maintain all records as required by The University of Akron.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience working within a human resources environment preferable working with the employment and records functions. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal, problem-solving, customer services, and research skills required. Ability to interact with a diverse employee and student populations required.

**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.