



## The University of Akron Human Resources



### Job Description

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#### Job Details

<b>Job Title</b>	Coordinator Administrative Services	<b>Job ID</b>	13959
<b>Department</b>	Office of Research Admin		
<b>Location</b>	Akron Campus	<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular	<b>Favorite Job</b>	☆

#### Responsibilities

Under general supervision, provide administrative support for the daily operations of the Graduate School and the Office of the Vice President for Research and Business Engagement (VPRBE) and assistance to its related units (Research Administration, Vivarium, and Technology Transfer).

Provide overall administrative support to the Office of the VPRBE and the Graduate School, including answering email and phone inquiries, greeting visitors, composing correspondence, and responding to or directing questions to the appropriate person/department. Maintain calendars, create meetings, make travel arrangements, prepare and submit HR documents, maintain overall office, files, and archival functions. Assist with onboarding of new employees.

Purchase and monitor supplies and services and reconcile monthly Visa statements. Assist the Office of the VPRBE, Graduate School, and related units with purchases, reimbursements, and payment of invoices. Track all commitments, expenses, and transfers for the Office of the VPRBE operating budget accounts. Work with the Director, Graduate Student Financial Aid to monitor and track all operating accounts for the Office of the VPRBE, Graduate School, and related units.

Provide assistance to personnel working on research compliance activities.

Provide administrative support to permanent and ad hoc VPRBE committees. Receive, organize, and distribute meeting materials. Assist in creating and distributing agenda materials, maintain all records, and record and transcribe meeting minutes.

Provide administrative support to the Faculty Research Committee, including updating annual guidelines with FRC Chair, establishing meetings, collecting applications, forwarding proposals to committee members, and corresponding with applicants.

Prepare information and reports as requested by department administration.

Provide technical support/serve as liaison with IT and/or other support units and vendors as needed to office staff, including software, office equipment, and computers as well as central coordination of the Office of the VPRBE, Graduate School, and related unit websites.

#### Required Qualifications

Requires 18 months of education or training beyond high school and a minimum of two years progressively responsible experience working in an administrative capacity. Demonstrated proficiency with Microsoft Suite of products required. Strong communication, attention to detail, and problem-solving skills required.

#### Preferred Qualifications

Bachelor's degree preferred.

#### Compensation/Grade & Benefits

This position starts at \$18.00 hourly and is a grade 119.

The University of Akron offers a competitive total compensation package comprised of a competitive salary and comprehensive benefits for eligible employees including medical, dental, vision, short and long-term disability, life insurance, and paid leave of absences including time off for illness, vacation, and maternity or paternity leave. In addition, eligible employees and their dependents are provided tuition remission. All staff, contract professionals, and eligible non-bargaining unit faculty have the option to request a [Flexible Work Arrangement \(FWA\)](#). The University of Akron participates in state retirement systems and offers alternative retirement options with competitive employer contributions. Optional investment opportunities are available including deferred compensation programs (403(b) and 457(b)). Please visit our [benefits](#) home page for more information.

#### About UA

The University of Akron is a vibrant community driven by collaboration, partnership and a steadfast determination to provide opportunity and success to all learners. The University of Akron believes diversity is a vital element of an equitable and thriving workplace. A diverse workforce is essential as we strive to create a dynamic academic environment that prepares students to be citizens of the world around them, and as we deepen the value we place on our connection to the Greater Akron community.

We celebrate the power of uniqueness, and the strength that coalesces when unique voices are heard. We seek to empower employees to lead in their colleges, departments, offices and divisions. People of all backgrounds work on our campus every day, and we value the contribution of each individual in their commitment to a better University of Akron.

We welcome candidates who are passionate about shaping and inspiring the next generation of thinkers, experts, artists and leaders. Bound and determined to meet every challenge, we continue to climb, to forge new paths and reach new heights – and we want you to join us. Bring your voice. Bring your uniqueness. Bring you. We are Akron. We rise together.

For more information about The University of Akron or the Akron community please visit our [About UA](#) page.

#### Application Instructions

To apply for this position, you must complete the on-line application and attach a resume/curriculum vitae and a list of three professional references to your profile. Please include contact information, including email addresses for your professional references.

After submission of your application, return to the "My Activities" link and upload the required documents to your profile under the "Cover Letters and Attachments" section.

Applicants should fully describe their qualifications and experience with reference to the minimum and preferred qualifications. This is the information on which the initial review of materials will be based. A resume/curriculum vitae will not be accepted in place of any information requested on the application. For assistance with your application or attachments please call Judy Casserman, Human Resources at (330) 972-7097.

#### Application Deadline

December 10, 2022

#### Background Check Statement

The University of Akron is committed to providing a safe environment for all students and employees. The University endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus. As such, all offers of employment with The University of Akron are contingent upon verification of credentials, proof of Covid-19 vaccination, and satisfactory completion of a criminal background check. Some positions may require additional credit investigation and a pre-employment driving record search.

New hires must present proof of COVID-19 vaccination, if vaccines are available and the employee is eligible, at time of hire. If a new employee is not fully vaccinated at the time of hire, the offer of employment will be contingent upon the employee becoming fully vaccinated within 60 days of hire, unless a qualifying medical or religious exemption is granted.

#### Equal Employment Opportunity

The University of Akron, as an equal education and employment institution, is committed to achieving a diverse and inclusive workforce. All qualified individuals in its education programs or activities, including applicants for admissions or employment, will receive consideration without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status or status as a veteran. To further this commitment, the University complies with state and federal laws which prohibit discrimination. Questions or concerns about the administration of this commitment can be directed to the University's Equal Employment Opportunity and Affirmative Action Office ([uakron.edu/hr/eeoaa](http://uakron.edu/hr/eeoaa)).

The University also strives to provide an environment free from the negative impacts of gender-based discrimination and harassment as prohibited by Title IX of the Education Amendments Act of 1972. Questions about Title IX can be referred to the University's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education or both. For more information on Title IX at the University of Akron, including how to contact the Title IX Coordinator, how to file a complaint under Title IX with the University or the Title IX process at the University of Akron, please visit the University's Title IX page at [uakron.edu/title-ix/at-uakron](http://uakron.edu/title-ix/at-uakron).

#### Ohio is State of Residence

It is the expectation of the University of Akron that all work performed as an employee of the University will be performed in Ohio.

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