

The University of Akron
Human Resources
Position Summaires

Number of Positions	Job Funct	Full/ Part	Job Title	General Description
1	CP	F	Assoc VP Human Resources/CHRO	oversee HR department; provide leadership and direction regarding HR policies and procedures as well as state, federal and local laws; strategize with HR and University leadership enhance UA's HR function
1	CP	F	Asst VP Human Resources	oversee general operations of Compensation/Classification Services, Benefits Administration, HR Operations & Employment, and HR Information Technology Services Department; maintain the HCM system tables; provide leadership and direction regarding HR policies and procedures as well as state, federal and local laws; strategize with HR leadership to enhance UA's HR function.
1	CP	F	Dir HR Oper & Employment	direct daily operations of department; maintain the HCM system tables; provide leadership and direction regarding HR policies and procedures; maintain compliance; strategize with additional HR administration to enhance business processes and procedures, improve efficiencies, and find cost-saving measures
1	CP	F	Dir EEO/AA	direct daily operations of department; provide leadership and direction regarding HR policies and procedures; maintain compliance; strategize with HR administration to enhance business processes and procedures, improve efficiencies, and find cost-saving measures,
1	CP	F	Dir Labor & Employee Relations	direct daily operations of department; provide leadership and direction regarding HR policies and procedures; maintain compliance; strategize HR administration to enhance business processes and procedures, improve efficiencies, and find cost-saving measures, , serves as Deputy Title IX Coordinator
1	CP	F	Mgr Benefits Administration	direct daily operations of department; provide leadership and direction regarding HR policies and procedures; assist with maintaining compliance; strategize HR administration to enhance business processes and procedures, improve efficiencies, and find cost-saving measures, , serves as ADA Coordinator
1	CP	F	Mgr Classification & Research	direct daily operations of department; provide leadership and direction regarding HR policies and procedures; assist with maintaining compliance; strategize HR administration to enhance business processes and procedures, improve efficiencies, and find cost-saving measures,
1	CP	F	Asst Dir HR Oper & Employment	assist the director in the operations of department and in strategic planning and process review
2	STA	F	Benefits Administrator	Administer group benefits (insurance, retirement, fee remission, workers compensation etc.) and leave programs (vacation, sick, FMLA) for employees assuring compliance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University within all classifications. Utilize the University's ERP system to maintain records and meet payroll deadlines.
1	CP	F	Benefits Administrator Sr	assist the manager in the operations of department and in strategic planning and process review while also administering group benefits (insurance, retirement, fee remission, workers compensation etc.) and leave programs (vacation, sick, FMLA) for employees assuring compliance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University within all classifications. Utilize the University's ERP system to maintain records and meet payroll deadlines.
1	CP	F	Classification & Rsch Analyst	Administer the University's Classification System (pay grades, job specs, job audits etc.) in accordance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University. Utilize the University's ERP system to maintain classification system and compensation/position records.
4	STA	F	HR Administrator	Administer the hiring, onboarding, employment, and personnel record keeping process assuring compliance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University within all classifications. Utilize the University's online Recruiting Application and Human Capital Management module to manage workflow, accurately enter and audit employee personnel and job data information, and meet payroll deadlines.
2	STA	F	HR Associate	Manage all aspects of the hiring, and job appointment/reappointment process for graduate assistants and part-time faculty. Utilize the University's online Recruiting Solutions application and Human Capital Management module to manage workflow, accurately enter employee personnel and job data information, and meet payroll deadlines.
1	STA	F	HR Coordinator	Supports HR administrative business and operations. Supports HR leadership team as HR Generalist for various ad-hoc projects.
1	STA	F	HR Data Analyst	Assist in the support of business reporting needs for both internal human resources and university business processes and external customers. Respond to reporting requests including but not limited to survey data, information requests from internal and external correspondents, audits, and public records requests as assigned. Assist with the creation of Human Resources analytics to provide "dashboard" data for use in business intelligence. Provide support to IT Business Analysts with relation to Human Resources data. Perform troubleshooting and analysis to ensure the accuracy of system data.
1	CP	F	Labor Relations Specialist Sr	Conduct daily operations of employee and labor relations functions in accordance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University.
1	CP	F	EEO/AA Specialist Sr	Conduct daily operations of equal employment opportunities office in accordance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University.
1	STA	P	Technology Administrator	Lead Functional support for HCM information systems.
1	STA	P	Sr. HR Data Analyst	Support business reporting needs for both internal human resources business processes and external customers. Manage and respond to all reporting requests including but not limited to audits, survey data, internal and external information requests and public records requests. Create and maintain Human Resources analytics to provide "dashboard" data for use in business intelligence. Provide support to IT Business Analysts with relation to Human Resources data. Perform troubleshooting and analysis to ensure the accuracy of system data. .
1	CP	F	HR Business Analyst (dotted line to HR)	Support all HCM information technology system. Serve as liaison between IT and HR.