

Wright State University
CLASSIFIED JOB SPECIFICATION
Administrative Specialist

I. JOB INFORMATION

Job Title: Administrative Specialist (CS 03)

Job Class: 11114 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision provides administrative and clerical support by maintaining confidential financial/academic databases, works on special projects (department publications, course documentation), prepares routine and special correspondence/reports. May supervise students and/or staff.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Composes and formats correspondence, reports, flyers, brochures, test, syllabi, and research papers.
- Types complex technical material (i.e. documents requiring use of legal, scientific, medical, statistical or foreign language terminology), from notes, written copy, oral instructions or dictating machine. Edits and proofs typed documents.
- Uses independent judgment and sound decision making to solve reoccurring problems.
- Provides assistance in the development and interpretation of policies and procedures.
- Creates and distributes routine departmental correspondence, maintains and monitors confidential academic and budgetary records and databases, generates standard and custom reports by analyzing source data and completes custom projects.
- Performs clerical tasks (i.e. sends out, receives and distributes mail; orders supplies; answers telephone; maintains statistics and prepares reports).
- Initiates routine and non-routine correspondence, modifies drafts for approval. Enters data into database programs.
- Independently addresses problems related to various interoffice and student concerns which may involve some policy interpretations. Deals with a variety of problems that are recurring in nature and determines specific action.
- Organizes work assignments in the unit and assists in developing and implementing operational procedures.

- Acts as the department liaison with regard to inventory, building services, equipment maintenance and repair, purchasing, travel and other administrative matters. Interacts on behalf of the department with other departments and with outside agencies.
- Assists in the preparation of the department budget and reviews the status of the accounts. Maintains an overview of income and expenditures and confers with supervisor on discrepancies. Processes petty cash and travel vouchers for reimbursement.
- Maintains records, prepares special reports, and tracks vacation/sick leave for exempt staff.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and two years of (FT) related work experience OR, two year post-secondary education and six months of (FT) related work experience. Excellent verbal/communication skills. Experience in writing, editing, and budget management. Ability to calculate basic math. Working knowledge and skills to utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may also be required.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Vocabulary, Business Grammar, Business Spelling. Word-Standard. Spreadsheet-Standard (optional). Keyboarding (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

11100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.