

Wright State University
CLASSIFIED JOB SPECIFICATION
Employment Coordinator

I. JOB INFORMATION

Job Title: Employment Coordinator (CS 05)

Job Class: 31813 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction provides employment support to colleges, departments, and applicants. Posts positions and reviews applications. Serves as the primary liaison between employment services, applicants and colleges/departments.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews/compares applications against posted job specifications and requirements to determine the applicant's eligibility for employment
- Receives and posts position vacancies to solicit the most qualified applicants
- Refers and communicates applicant pool and lists to the hiring organization. Maintains database for applications and referrals.
- Receives and processes new hire forms and communicates non-selection to other applicants.
- Provides customer support to HR department and general public. Answers questions via e-mail, walk-in, and telephone queries and routes individuals to the appropriate office when necessary.

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

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

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

31800

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.