

Wright State University
CLASSIFIED JOB SPECIFICATION
Equipment & Facilities Assistant

I. JOB INFORMATION

Job Title: Equipment & Facilities Assistant (CS 02)

Job Class: 31511 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under direct supervision provides secretarial support to department by preparing correspondence, maintaining records and databases, responding to department inquiries, and providing support to customers inside and outside of the university.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Creates and distributes departmental correspondence, completes detailed travel arrangements and other scheduling, maintains records and databases, and generates standard reports.
- Prepares facilities, moves equipment and sets up rooms to provide an instructional environment.
- Assists in preparation of facilities and equipment for practices and competitions for the Athletic Dept.
- Monitors daily equipment room activities (e.g., laundering; maintenance and repair; issuing, fitting, and return of equipment and supplies).
- Provides information on practice times, dining locations, laundry options, and travel routes.
- Assists in game and event preparation, e.g., oversees set-up of tables, chairs, bleachers.

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 six months of (FT)related work experience. Two years of post-secondary education in a related field may be substituted for the required work experience. Some knowledge of storekeeping methods and procedures. Excellent interpersonal and communication skills. Ability to calculate basic math. Knowledge and skills to utilize office equipment and a variety of software packages.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31500

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.