

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Event & Information Services Coordinator**

**I. JOB INFORMATION**

**Job Title:** Event & Information Services Coordinator (CS 04)

**Job Class:** 31316                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general supervision and in accordance with established policies and procedures, coordinates reservations, supports service and event records management for all meeting/event locations. Coordinates workshops and maintain websites for the unit. Supervises staff and student employees.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Processes reservation requests for events/meeting. Coordinates and plans meetings. Maintains meeting minutes.
- Checks meeting requests and determines space and resources available. Collects all necessary information. Determines rental costs if any.
- Designs brochures and develops posters for events.
- Develops and manage databases. Serves as system administrator for registration.
- Oversees and supervises tasks and responsibilities of the information center.
- Supervises staff and student employees (i.e., hires, trains, makes schedules, processes timecard, and oversees regular meetings).
- Prepares reports, updates course material, attends meetings, composes letters and forms, orders, and approves payments.
- Tracks spending/income for operations budget.

*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 three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Excellent verbal/communication skills. Ability to calculate whole numbers, decimals, fractions and percentages. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

31310

*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.*