

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Facilities Project Coordinator**

**I. JOB INFORMATION**

**Job Title:** Facilities Project Coordinator (CS 05)

**Job Class:** 511122

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction facilitates and ensures smooth completion of renovation projects.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Coordinates renovation projects. Researches, reviews and gathers information needed for the renovation.
- Consults with internal contacts and vendors to ensure the proper and efficient operation of facilities.
- Makes periodic visits to the job site. Meets with vendors, consultants, contractors, e.g.. Approves change orders, pay advices, and sees that the project is kept under the expected budget constraints.
- Records work orders and approves telecommunication installation charges. Orders furniture and equipment, and maintains lists of excess equipment.
- Support manager with administrative tasks.

*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 four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year of (FT) related work experience.

**V. WORKING CONDITIONS**

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

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

**VIII. JOB SERIES**

51100

*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.*