

Wright State University
CLASSIFIED JOB SPECIFICATION
Market/Programs Facilitator

I. JOB INFORMATION

Job Title: Marketing/Programs Facilitator (CS 04)

Job Class: 31314 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision from department supervisor provides administrative support in creating and developing marketing materials to advertise programs offered by the university.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Advertises current and available programs to possible participants. Distributes and mails materials, invitations and program information.
- Maintains accurate accounts, tracks budgets, analyzes costs of programs, and verifies contracts and proposals. Creates spreadsheets, updates databases and develops web pages.
- Creates compositions for publications (e.g, posters, programs, flyers and newsletters).
- Communicates and works with others to meet overall customer needs.
- May be responsible for producing advertising/promotional materials.
- Provides work direction for other staff members. May supervise student employees.

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 interpersonal, verbal and written communication skills. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records. Excellent customer service skills.

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

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.