

Wright State University
CLASSIFIED JOB SPECIFICATION
Media Resources Assistant

I. JOB INFORMATION

Job Title: Media Resources Assistant (CS 02)

Job Class: 21211 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision oversees the routine activities of an educational resources center and supervises student workers. Assists patrons, performs routine clerical tasks, conducts database searches and maintains records.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Provides information regarding the location of materials in the educational resource center. Explains policies and procedures to patrons.
- Keeps records of center materials, patron fines, item checkouts and room availability.
- Hires, trains, schedules, evaluates and coordinates work of student employees.
- Performs routine database searches and routine database maintenance.
- Performs clerical tasks (i.e. orders materials and supplies, makes phone calls and fills out paper work).

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 one year related work experience OR, two years of post-secondary education in a related field and six months of related work experience. Working knowledge of and experience with a variety of software programs. Strong interpersonal, communication and organizational skills.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21210

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.