

Wright State University
CLASSIFIED JOB SPECIFICATION
Programs Support Coordinator

I. JOB INFORMATION

Job Title: Programs Support Coordinator (CS 04)

Job Class: 31317 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision and in accordance with established policies and procedures, performs various administrative duties in support of programs and/or projects within and outside of the university. Work is often of a project nature and requires specialized knowledge of the topic or area.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Participates in the planning and coordination of a program/project by assisting with financial, human resources, and physical resource matters. Helps with reviewing, recommending, and implementing program policies and procedures.
- Promotes and/or communicates all aspects of the program by developing and distributing various materials. Updates marketing materials and websites.
- Plans and coordinates meetings, conferences, and/or special events as they relate to program activities. May attend meetings and maintain the minutes.
- Provides information to students or clients on a range of issues related to the program. Routinely provides advice and instructions to internal and external contacts.
- Performs assigned financial responsibilities for the program. Interfaces with other agencies in transfer of funds and/or payment of bills. Evaluates and monitors program budgets.
- Participates in the preparation and submission of funding proposals. Assists in creating informational materials to promote programs. Edits and formats journal articles and special projects resulting in publication.
- Researches and gathers information, utilizes department or University policies, procedures, and practices to answer routine inquires or resolves problems based on precedents.
- Maintains program databases and records. Produces program related reports.
- Performs administrative support work. Types and proofreads correspondence, reports and forms; corrects grammar and format errors; drafts brief correspondence of a routine nature; maintains web-sites and makes travel arrangements.

- May be accountable for the work results of other support staff or department functions.

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. Experience in writing, editing, and budget management. 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.

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.