

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Statistical Services Specialist*

**I. JOB INFORMATION**

**Job Title:** Statistical Services Specialist (CS 05)

**Job Class:** 12119                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction works with clients (internal & external) to provide assistance in setting up complex databases, instructing clients in the proper use of databases, overseeing students and clients when performing data entry, checking data for errors and running descriptive statistics as requested.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Meets with clients to assist them with research activities by discussing data questionnaires/design, advising clients on data entry set-up/techniques, data management and preparing data for analysis.
- Sets up complex databases and files for data entry, supervises students and clients with the data entry, checks data for errors, programs and verifies data, runs descriptive statistics, researches and prepares reports.
- Works on assigned special projects by gathering and analyzing data to produce reports, statistical charts, graphs and other materials. Submits project findings and recommends options to be used in key decision-making activities.
- Tracks all client/consultant hours, bills for services, balances all financial records, makes budget projections.
- Performs routine clerical jobs (e.g. schedules appointments, maintains files, answers phones and routine mailings).
- Serves as primary liaison and acts on behalf of director and staff members (e.g. attends or presents at administrative meetings, seminars, workshops, Dean's meetings, Ohio Statistical Conference, Graduate Student orientation).
- May supervise student workers.

*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. Excellent verbal/communication

skills. Thorough knowledge of mathematics and statistics. Budget management experience. 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**

12110

*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.*