

Wright State University
CLASSIFIED JOB SPECIFICATION
Student Services and Petitions Spec

I. JOB INFORMATION

Job Title: Student Services and Petitions Spec (CS 04)

Job Class: 61120 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision processes all types of petitions submitted by students and performs a variety of tasks associated with student services/operations in various Student Services areas.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews all Undergraduate Academic Petitions, Academic Substitutions and Accommodations, Refund Petitions and Refund Appeals.
- Makes decisions (approve or deny) for Refund Petitions and, if approved, determines the amount of refund in accordance with the official university refund policy.
- Set meeting dates for Undergraduate Petitions Committee meetings, schedules rooms and prepares needed documentation.
- Verify appropriate refund amounts are credited to students.
- Assists students in various routine activities (i.e., financial aid processes, career services, registration, student employment, and course/classroom scheduling), maintains disciplinary case records, conducts scheduling, processes payments.
- Monitors test proctoring, and budgetary records.
- Prepares and proofreads correspondence, collects data and generates routine reports.
- Processes forms, provides information, verifies schedules, distributes student aid, disperses petty cash, posts payments, and maintains test security.
- Conducts miscellaneous financial transactions, maintains confidential information, prepares routine and special reports, processes student payments, and tracks/reconciles accounts.

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. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Math. Word-Standard. Spreadsheet-Standard (optional). Keyboarding (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

61100

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.