

Wright State University
CLASSIFIED JOB SPECIFICATION
Word Processing Coordinator

I. JOB INFORMATION

Job Title: Word Processing Coordinator (CS 04)

Job Class: 11115 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Performs a variety of duties and task related to the supervision and overall operation of the School of Medicine Word Processing Center. Provides word processing support to any faculty, staff, or resident affiliated with the School of Medicine.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Communicates with customers to coordinate work requests, identify needs, prioritize the workload and to set deadlines.
- Assists in preparation of annual departmental budget. Researches and reconciles budget and confers with supervisor on discrepancies.
- Oversees the ordering of supplies and maintains a record of transactions and reconciliations.
- Determines the need for part-time-on-call assistance.
- Maintains/updates Word Processing Center Policies and Procedures Manual, and departmental/author user list. Provides new and existing customers with up-to-date instructional materials.
- Maintains PC storage files of all documents produced by the WPC.
- Monitors equipment usage and efficiency. Interacts with SOM Network Services to troubleshoot technical problems and report necessary repair work.
- Works on complex material containing scientific symbols, equations, and medical terminology, manuscripts, technical/statistical projects, grants, abstracts and proposals requiring extensive formatting.
- Independently produces routine, repetitive and/or confidential correspondence from hand or typewritten drafts, computer generated data and/or from recorded dictation.
- Edits and proofs typed documents.
- Handles highly confidential materials on a routine basis.

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. Working knowledge and skills to utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may also be required.

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

11100

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.