

Wright State University
CLASSIFIED JOB SPECIFICATION
Administrative Support Coordinator

I. JOB INFORMATION

Job Title: Administrative Support Coordinator (CS 04)

Job Class: 11117

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under direction from immediate supervisor provides high level administrative support by maintaining, configuring, and analyzing confidential financial/academic databases, works on special projects (dept. publications, course documentation), prepares special correspondence and develops detailed (often complex) reports, may supervise students and/or staff. Ability to manage multiple tasks and set priorities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Analyzes, maintains, and monitors confidential academic and budgetary records and databases. Generates standard and custom reports by analyzing source data and completes custom projects.
- Provides work direction to students and staff and, as assigned, oversees the day-to-day operation of the department. Often has notable accountability for the work results of support staff or department functions.
- Performs administrative work that is typically operational or procedural in nature relating to the program, office, or projects.
- Organizes work that is often of a project nature and may require specialized knowledge. Typically, this classification is responsible for the full scope of project activities including initiation, execution, coordination, implementation, and evaluation.
- Designs and maintains databases to support administrative operations. Researches and gathers information.
- Utilizes department or University policies, procedures, and practices to answer routine inquiries. Resolves problems based on precedents.

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.