

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Office Services Coordinator**

**I. JOB INFORMATION**

**Job Title:** Office Services Coordinator (CS 04)

**Job Class:** 11116

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under direction from immediate supervisor performs various administrative duties to support senior administrators. Produces agendas, scripts, and minutes for public and executive sessions. Maintains web pages; tracks resolutions; maintains and oversees budgets, performs special assignments as needed; manages ongoing office operations. Serves as liaison to students, university personnel and off-campus visitors/guests.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Produces agendas, scripts and minutes for committees, executive and public sessions. Maintains databases and updates web site. Maintains record keeping systems for budget and financial management tracking.
- Arranges workshops, retreats, and makes travel arrangements. Coordinates meetings including travel, location and catering. Acts as a university liaison for the department.
- Independently performs complex and diverse administrative duties; may give work direction to other office support staff on a routine basis.
- Performs daily activities (i.e. interaction with high-level contacts both inside and outside and exposure to sensitive information requiring considerable use of tact, diplomacy, discretion and judgment).
- Performs various administrative duties including, facilities coordination, and setting up files, ordering supplies and equipment, photocopying documents and distributing mail.
- Types and proofreads correspondence, reports and forms; corrects grammar and formats errors; drafts brief correspondence of a routine nature.
- Acts as an resource for information on organizational policies and procedures. Collects logs and organizes information from a variety of sources as requested.
- Provides project support to a functional group or business process. Conducts special projects as directed.

*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.*