> ## Wright State University
> ## CLASSIFIED JOB SPECIFICATION
> ### *Campus 1 Card/Vending Specialist*

I. JOB INFORMATION

Job Title: **Campus 1 Card/Vending Specialist (CS 15)**

Job Class: **12140**   **FLSA Status:** Non-Exempt

II. JOB SUMMARY

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Provides ongoing technical support to insure the continuous operation of and maintenance support for all 1 Card locations on campus.
- Works independently, trouble shoots initial system problems, develops and maintains knowledge of devices, custom made and canned scripts, keeps system running smooth, and works with departments to resolve any complications.
- Enters, posts, counts, makes deposits, trains and performs all aspects pertaining to database manipulations.
- Maintains database integrity and generates reports. Enters and posts all inventories received by Vending and balances all warehouse and route product over\shorts.

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 (FT) of related work experience OR, two years of post-secondary education and 1.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 6 months (FT) of 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.