

Wright State University
CLASSIFIED JOB SPECIFICATION
Graduate Assistantship Coordinator

I. JOB INFORMATION

Job Title: Graduate Assistantship Coordinator (CS 16)

Job Class: 61114

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction manages the graduate assistantship processing system. Trains and supports various units and staff, processes assistantship contracts, and inputs data.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Processes graduate assistantship contracts (i.e., reviews contracts, checks qualifications, handles discrepancies and mailings. Completes assistantship processes.
- Plans and implements various workshops and seminars.
- Conducts training sessions for academic and nonacademic units in the preparation and submission of graduate assistantship contracts.
- Processes letters. Verifies addresses and grade point averages. Makes copies as needed.
- Supervises the staff and oversees the day to day operation of the unit.
- Maintains databases, sorts and compiles reports, answers calls, assists visitors and provides information as requested.

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 four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Previous supervisory experience.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

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.