

Wright State University
CLASSIFIED JOB SPECIFICATION
Programs Facilitator

I. JOB INFORMATION

Job Title: Programs Facilitator (CS 16)

Job Class: 31318

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with established policies and procedures, performs a variety of duties and tasks associated with the coordination, evaluation, collection, processing, and distribution of reports, programs, records and proposals.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Provides administrative support for activities, special projects and seminars. Presents information regarding proposals and provides advice related to shipping and consultation for proposal/award record systems operations.
- Certifies, distributes, coordinates and oversees distribution of data and/or materials.
- Evaluates records, documents and programs, verifies information and prepares reports, composes letters, produces forms, orders supplies and approves payments.
- Analyzes and evaluates applicable federal regulations and performs duties to ensure compliance with regulations. Interprets specific protocols, prepares written directives and communicates to appropriate personnel.
- Processes proposal documents. Maintains a database system for proposals and awards. Provides advice and consultation on proposal/award records systems operation to promote methods of efficient handling of proposal/award information.

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. Ability to calculate whole numbers, decimals, fractions and percentages. Ability to calculate simple and compound interest. 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

31310

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.