Wright State University
CLASSIFIED JOB SPECIFICATION
Student Employment Coordinator

I. JOB INFORMATION

Job Title: **Student Employment Coordinator** **(CS 16)**

Job Class: **31818** **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under direction of the department supervisor, the Student Employment Coordinator is responsible for the facilitation and execution of the student employment program. This role ensures compliance with institutional policies, state and federal regulations and fosters a supportive environment for student workers and their supervisors. The coordinator serves as a point of contact for student employment operations, which promotes the university's goal of professional and academic growth of student employees.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as a point of contact for visitors, students, and faculty, providing general assistance related to student employment.
- Implements all aspects of the university's student employment program, including recruitment, hiring, onboarding, employee status changes, verifications and payroll processes for student workers.
- Ensures compliance with university, state and federal policies, including work-study eligibility, payroll accuracy and timekeeping requirements.
- Advises on student employment policies and procedures, escalating complex or sensitive issues to appropriate personnel when necessary.
- Maintains and updates student employment databases, job postings, and online systems to ensure accurate and timely information.
- Refers students, as appropriate, to various student support offices on campus (i.e., enrollment services, career services, financial aid, registration, and OPERS).
- Coordinates with appropriate stakeholders to approve and classify student job descriptions and/or student job audits.
- Generates and verifies reports and documents, including standard and customized reports, ensuring accuracy and completeness.
- Provides administrative support by reviewing and evaluating information and preparing both routine and specialized correspondence and reports.
- May supervise student employees, providing guidance and oversight as needed.
- Assists with and delivers training and presentations related to student employment operations.

- Assists with special projects and initiatives that enhance or expand student employment services and programming.

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 of (FT) related work experience. Excellent verbal/communication skills. Writing and editing skills. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Excellent customer service skills.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Word-Standard. Spreadsheet-Standard (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

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.