

***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 from the department supervisor the student employment coordinator is responsible for facilitating and implementing the university's 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**

- Acts as a contact to visitors, students and faculty for general assistance regarding student employment. and the processing of internal and external information.
- Implements all aspects of the university's student employment program, including recruitment, hiring, onboarding, employee status changes, verifications and payroll processes for student workers.
- Monitors adherence to university, state and federal policies, including work-study eligibility, payroll accuracy and timekeeping requirements.
- Provides advice regarding policies and procedures and escalates matters of a more serious and complex nature as appropriate.
- Maintains and updates student employment databases, job postings, and online systems.
- 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 standard and custom reports and verifies official documents for accuracy.
- Provides administrative support by reviewing and evaluating information, and preparing routine and special correspondence/reports.
- May be required to supervise student employees.
- May serve as primary or backup delivery for student employment training or presentations.
- Assist with special projects and initiatives related to student employment.

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*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.*