

## ***WSU SUPERVISOR LEVEL JOB SPECIFICATION***

### **JOB SUMMARY:**

Responsible for coordinating all operational activities (including budget and staff) associated with a specific program or function within the assigned department.

**Supervises several university employees as direct reports.**

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

**Primary duties and responsibilities will vary with the specific position. Typical duties and responsibilities are listed below. This list is not inclusive.**

- Coordinate operational activities for the area.
- Determine work procedures and expedite work flow
- Issue instructions to staff
- Troubleshoot and resolve problems
- Arrange schedules and set priorities for staff.
- Communicate processes and procedures to internal and external constituents.
- Train and coach staff on processes and procedures.
- Assist in the overall direction of the department; may serve as member of various committees.

### **GENERAL SUPERVISION EXERCISED/RECEIVED:**

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** Supervision of support staff on an ongoing basis.

### **RECOMMENDED MINIMUM EDUCATION AND EXPERIENCE:**

**Minimum Education and Experience:** Determined by position.

**Recommended Preferred Education and Experience:** Bachelor's degree in relevant field and three years of administrative experience, or an Associate's degree and five years of responsible administrative experience, or a high school diploma (or GED) and 10 years of related experience.