



DATE ISSUED: 07/11
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, University Scheduling and Space Utilization

JOB SUMMARY

Performs specialized and complex technical work in the area of University Scheduling and space utilization. Responsible for use and training of CollegeNet and student information systems in coordinating scheduling activity. Uses initiative and independent judgment in the assignment of University education and general (E&G) space based on general guidelines and policies. In the absence of the Manager, assumes broader scope of responsibilities for the day-to-day operations and decisions regarding classroom schedule publishing commitments, data collection, analysis, and reporting. Work is performed under the supervision of the Manager of University Schedules and Business Continuity and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, University Scheduling and Business Continuity

Supervises: May supervise Student Assistants, temporary and clerical employees

PRIMARY DUTIES - May include, but not limited to the following:

Communicates directly with faculty to ensure effective and efficient assignment of classrooms.
Monitors and responds to University Scheduling correspondence.
Creates or updates departmental documents.
Makes appropriate classroom assignments for organized courses and events.
Coordinates the preparation of the schedule of classes for publishing.
Maintains current and accurate class schedule data.
Maintains current and accurate space profile information including room features, characteristics, seating capacity, etc. for all campuses.
Coordinates Facility Management Services for academic buildings.
Develops and sustains expertise on software applications supporting scheduling office functions.

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Ensures cross-functionality of technical solutions applied in scheduling work flow activity between functional and general users.
Assists with data preparation related to software updates or implementation and maintenance.
Understands the roles of various academic offices business functions that have direct impact on University Scheduling functions.
Collaborates with functional and user groups to plan and deliver maximum and efficient access to E & G space.
Serves as a liaison between clients and other service components.
Verifies Coordinating Board approval of all courses.
Coordinates the use of University facilities by on-campus groups.
Works with appropriate University offices including Conference Services to assist with off-campus groups and non-academic use of University facilities.
Provides information to University offices regarding scheduled facility use.
Continually develops and maintains technical skills to ensure high quality levels of technical support for end users.
Performs file and document management.
Self-directed learning of new technology applications quickly and efficiently.
Responds to emergency or on-call situations in a timely manner.
Maintains policies and procedures to insure the security and integrity of technology installations, resources, and services.
May be required to work a flexible schedule, including some nights, weekends, and holidays.

ADDITIONAL DUTIES

Provides University or community related service that may directly or indirectly impact institutional goals or initiatives.
Performs other duties as requested.

EDUCATION

Bachelor's degree and technical short courses and seminars relating to automated scheduling processes and scheduling software application tools.

EXPERIENCE

Three years of progressively responsible academic administrative experience. Additional experience may substitute for required education on a year for year basis. Expertise with spreadsheet and project management tools helpful. Previous customer service, event planning and management, or scheduling experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of classroom scheduling practices.
- Advanced skills in the use of technology applications.
- Ability to manage large quantities of correspondence.
- Ability to effectively use spread sheet and word processing applications, including mail merge functions.
- Ability to integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.
- Ability to handle multiple and simultaneous tasks.
- Ability to work effectively with a variety of groups.
- Ability to organize work and effectively with an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to effectively deliver presentations.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Detail oriented and organized.
- Ability to respond and take action quickly.
- Ability to deal well with ambiguity and fast-paced change.
- Knowledge of the application of modern computing, multimedia, networking, and communication systems in an educational setting.
- Ability to deliver a positive customer service experience.
- Ability to deal well with ambiguity and fast-paced change.
- Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth

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perception, and ability to adjust focus. May be required to lift or move 25+ pounds. May require long hours and weekends.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel. Daily exposure to PCs and networks.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.