



DATE ISSUED: 07/11
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, University Scheduling and Business Continuity

JOB SUMMARY

Performs responsible administrative and technical work in Instructional Support Services and Information Services. Responsibilities include developing policies and procedures for processing University-wide scheduling; critical timing and reporting to pertinent groups on scheduling activities; collection and preparation of data for Coordinating Board reports and State facilities utilization reports; preparation and maintenance of business continuity and disaster recovery plans for classroom teaching environments. Work is performed under general supervision with broad latitude for judgment 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: Associate Vice President, Instructional Support Services

Supervises: University Scheduling and Space Utilization Coordinator and clerical staff

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

Coordinates the preparation of the schedule of classes for publishing.

Directs classroom assignments for organized courses.

Maintains current and accurate class schedule data.

Verifies Coordinating Board approval of all courses.

Responsible for efficient and maximum utilization of classroom facilities.

Responsible for managing E&G space resources to effectively meet the utilization standards as defined by the State.

Oversees the use of University facilities by on-campus and off-campus groups; including scheduling, and assisting groups with information.

Responsible for evaluation, implementation, and use of technical solutions related to scheduling functions.

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Primary functional expert with Datatel Colleague Student System, communications management processes, and web related resources.
Responsible for data preparation, testing, and implementation for systems used in support of scheduling functions.
Develops and coordinates system project plans for software implementation and new releases.
Knowledge and understanding of Facilities Inventory Classification and procedures.
Collaborates with other units and campuses to coordinate scheduling services.
Self-directed learning of new technology applications.
Inspects and monitors the proper maintenance and condition of academic facilities, arranging for repairs as needed.
Provides information to University and State offices regarding scheduled facility use.
Prepares and maintains reports related to facility usage.
Coordinates with Facilities Management Services and security for academic buildings as required to ensure safety and comfort of classrooms.
Prepares policies and procedures related to University scheduling.
Assists with classroom planning and construction projects.
Implements business continuity and disaster recovery plans in the event of an emergency that renders classroom space inaccessible.
Informs staff of safety policies and shares safety training information.
May be required to work a flexible schedule, including nights, weekends and holidays.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

University or community related service that does not directly impact institutional goals or initiatives.
Participate in end user product testing and evaluation.
Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional course work in web design and system programming.
Job-related experience may substitute for the education on a year-for-year basis.

EXPERIENCE

Five years experience in an information service setting performing data preparation, service delivery plan development, technical writing and/or project or scheduling coordination with a preference in a higher education setting.

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 the application of modern computing in an educational setting.
- Ability to apply and evaluate software solutions from the end user's perspective.
- Knowledge of information technology projects.
- Advanced skills in technology use, project planning, and web design.
- Ability to analyze technology performance.
- Knowledge of project or scheduling practices.
- Ability to handle multiple and simultaneous tasks.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to communicate effectively – orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- 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

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stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually low to moderate.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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.

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