



DATE ISSUED: 07/17
FLSA: Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, University Scheduling and Curriculum Management

JOB SUMMARY

Performs specialized and complex technical work in university scheduling, space utilization, and curriculum management. Responsible for use of student information systems in coordinating scheduling activity. Uses initiative and independent judgment in the assignment of University space and maintenance of curriculum records in the student information system 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 supervision, 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: Executive Vice Provost

Supervises: May supervise student assistants, temporary, and clerical employees

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

- Coordinates the preparation of the schedule of classes for publishing.
- Makes appropriate classroom assignments for organized courses and events.
- Maintains current and accurate class schedule data.
- Verifies Coordinating Board approval of all courses prior to scheduling.
- Coordinates the use of University facilities by on-campus groups.
- Works with appropriate University offices including Conference Services to assist with scheduling of off-campus groups and non-academic use of University facilities.
- Ensures cross-functionality of technical solutions applied in scheduling work flow activity between super users and general users.
- Assists with data preparation for software implementation and new releases.

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- Maintains knowledge and understanding of Facilities Inventory Classification procedures.
- Collaborates with other units and campuses to coordinate scheduling services.
- Collaborates with super users and user groups to plan and deliver maximum and efficient access to space.
- Coordinates Facilities Management services for academic buildings.
- Provides information to University offices regarding scheduled facility use.
- Serves as backup in preparing reports related to facility usage.
- Coordinates with Public Safety to ensure safety of classrooms and academic buildings.
- Responds with alternate space assignments when planned or unplanned situations impact scheduled rooms.
- Communicates directly with faculty and administrators to ensure effective and efficient assignment of classrooms.
- Monitors and responds to University Scheduling correspondence.
- Creates or updates University Scheduling documents.
- Maintains current and accurate space profile information including room features, characteristics, seating capacity, etc. for all campuses.
- Serves as a liaison between clients and other service components.
- Performs file and document management.
- Responds to emergency or on-call situations in a timely manner.
- Maintains curriculum records in the student information system.
- Implements curriculum entry additions, deletions, and modifications as directed by the Executive Vice Provost.

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. Additional technical short courses and seminars relating to automated scheduling processes and scheduling software application tools. Job-related experience may substitute for the education on a year-for-year basis.

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:

- Ability to work effectively with a variety of groups.
- Understanding of the roles of various academic offices' business functions that have direct impact on University Scheduling functions.
- Knowledge of classroom scheduling practices.
- Self-directed learning of new technology applications.
- Advanced skills in the use of scheduling and curriculum management technology applications to ensure high quality technical support for end users.
- Ability to effectively use spread sheet and word processing applications, including mail merge functions.
- Ability to manage large quantities of correspondence.
- 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 organize work 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.
- 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 work a flexible schedule, including some nights, weekends, and holidays.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to work a flexible schedule, including some nights, weekends, and holidays.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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:** _____

Employee Printed Name: _____

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, gender, sex, sexual orientation, 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.