



**DATE ISSUED:** 07/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, University Scheduling and Curriculum Management

### **JOB SUMMARY**

Performs responsible administrative and technical work in managing university scheduling, space utilization, and curriculum management. 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; maintenance of curriculum records in the student information system. Work is performed under general supervision with broad latitude for judgment and performance 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:**

- Oversees the preparation of the schedule of classes for publishing.
- Directs classroom assignments for organized courses and events.
- Maintains current and accurate class schedule data.
- Verifies Coordinating Board approval of all courses prior to scheduling.
- Assures efficient and maximum utilization of classroom facilities.
- Manages 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.
- Evaluates, implements, and uses technical solutions related to scheduling functions.
- Serves as primary functional expert for student information system, communications management processes, and web resources related to scheduling and curriculum records.

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- Manages data preparation, testing, and implementation of systems used in support of scheduling functions.
- Develops and coordinates system project plans for software implementation and new releases.
- Maintains knowledge and understanding of Facilities Inventory Classification procedures.
- Collaborates with other units and campuses to coordinate scheduling services.
- Inspects and monitors the maintenance and condition of academic facilities, coordinating repairs with Facilities Management, as needed.
- Provides information to University and State offices regarding scheduled facility use.
- Prepares and maintains reports related to facility usage.
- Coordinates with Public Safety to ensure safety of classrooms and academic buildings.
- Prepares policies and procedures related to University scheduling.
- Assists with classroom planning during construction projects.
- Responds with alternate space assignments when planned or unplanned situations impact scheduled rooms.
- Monitors and responds to University Scheduling correspondence.
- Oversees maintenance of 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.
- May be required to work a flexible schedule, including nights, weekends and holidays.

### **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 for 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 and understanding of Facilities Inventory Classification procedures.
- Self-directed learning of new technology applications.
- 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 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, 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.. May be required to lift or move 25+ pounds. May be required to work a flexible schedule, including nights, weekends and holidays.

**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. Daily exposure to PCs and networks.

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**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.***