Auburn University Job Description

Job Title: **Coord I, University Scheduler**

Job Code: **AD56**

FLSA status: Non-exempt

Job Family: No Family

Grade 29: $25,000 - $41,700

Job Summary

Under direct supervision and support, the University Scheduler Coordiantor I enters building and classroom requests for the university ensuring that technology needs, capacity constraints, and time allocations are taking into consideration. Responsible for data entry for event scheduling, classroom scheduling, and exam scheduling.

Essential Functions

1. Coordinates requests for campus wide scheduling of classes each semester. Works with supervisor to determine best allocation of technology needs and primary allocation and prioritization of instructional spaces.

2. Utilizes AdAstra and Banner to effectively enter spaces across campus for instructional and non-instructional use.

3. Conducts review of classrooms spaces to determine classroom capacities, technology available for instructors. Responsible for the data entry of classroom descriptions, attributes, updates, and changes in Banner and AdAstra.

4. Works with supervisor to coordinate and resolve conflicts concerning course scheduling, campus events, and exam scheduling.

5. Coordinates approved requests for special events from various campus organizations, departments and community groups.

6. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	**Focus of Education/Experience**
Education	High School	High School Diploma
Experience (yrs.)	0	Experience in record maintenance and updating the student information system, administrative support services, and/or scheduling events.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Excellent verbal, written, and interpersonal skills.

Ability to multi-task, prioritize and manage time effectively.

Ability to work independently as well as in a team environment.

Well organized, detail oriented, and excellent problem-solving skills.

Proficient skills in computer applications, such as Microsoft Office and Outlook.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires .

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/11/2021