Auburn University Job Description

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

Job Code: **AD57**

FLSA status: Non-exempt

Job Family: No Family

Grade SR03 $29,500 -$39,800

Job Summary

Under general supervision, the University Scheduler Coordiantor II coordinates the building and classroom scheduling for the university ensuring that technology needs, capacity constraints, and time allocations are taken into account.

Essential Functions

1. Coordinates and administers final decisions concerning campus wide scheduling of classes each semester including conducting capacity comparisons, technology needs, and prime/secondary time allocations.

2. Provides thorough knowledge of AdAstra and Banner to effectively enter spaces across campus for instructional and non-instructional use.

3. Creates reports to administration concerning future course offerings, course demand and ensuring classroom space is being optimized.

4. Accountable for accurate coding of classroom descriptions, attributes, updates, and changes in the Banner system and AdAstra systems.

5. Assists in the resolution of conflicts for course registration, campus events, holidays, exam schedules, and graduation.

6. Approves and schedules requests concerning classroom space for special events from various campus organizations, departments, and community groups.

7. Communicates University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in the policies.

8. 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.)	3	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

Knowledge of University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in the policies.

Applies fundamental concepts, practices, and procedures related to classroom scheduling within student information system like Banner.

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.

Thorough knowledge and skills of communication applications, such as AdAstra, Banner, 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.

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Date: 11/10/2022