
Auburn University Job Description

Job Title:	Coord III, University Scheduler	Job Family:	No Family
Job Code:	AD58	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Under minimal supervision, the University Scheduler Coordinator III 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. Works independently to ensure campus scheduling functions are managed.
2. Provides expert knowledge of AdAstra and Banner to effectively manage space allocation across campus for instructional and non-instructional use.
3. Works independently with campus constituents to develop and implement solutions to college scheduling issues. Develops contacts with departments across campus. Represents the OTR through participation on committees and cross-functional teams.
4. Solely responsible to generate and communicate final exam scheduling across campus.
5. Develops metrics and analyzes trends relating to course demand and alternative course meeting patterns to increase space utilization.
6. Responsible for accurate coding of classroom descriptions, attributes, updates, and changes in the Banner and AdAstra systems.
7. Serves as the primary contact to resolve date conflicts for registration, campus events, holidays, exam schedules, and graduation. Manages all conflict resolution between units and escalates only those situations that need review.
8. Establishes process and policy for approval of requests concerning classroom space for special events from various campus organizations, departments, and community groups.
9. Communicates University policies and procedures relating to functions of the Office of the Registrar in accordance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in the policies.
10. 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma
Experience (yrs.)	5	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

Thorough 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.

Possesses and applies a broad knowledge of principles, practices, and procedures related to classroom scheduling within student information system like Banner. Also possesses knowledge of related fields and areas of operation with Office of the Registrar.

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.

Expert knowledge and proficient skills in computer applications, such as Microsoft Office and Outlook, Banner, and AdAstra.

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: 3/11/2021

