

## ACADEMIC SCHEDULING COORDINATOR

---

### DEFINITION:

Under general supervision, oversees the development and creation of each semester's schedule of classes. Performs complex analysis and reporting functions with district-wide effect on FTE projection and forecasting. Provides systems training and support to other district personnel as well as training on all aspects of course scheduling and data analysis. Performs project planning, development, implementation and control. Implement and oversee the academic scheduling function (e.g. course fit patterns, advance registration, block scheduling, course changes, new courses, schedule production, and academic calendar). Provides subject matter expertise to all schedule entry system department users and interfaces with most college departments at multiple levels.

### DISTINGUISHING CHARACTERISTICS:

This position provides consultative support and training to schedule entry system users to enhance the accuracy of the class schedule. Acts as the liaison with the Information Technology department for upgrade testing rollout support and system problem resolution. Provides final schedule review for accuracy and efficiency before publication and registration.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Oversee and coordinate the instructional scheduling for the college with all academic divisions; implement program policies and directives according to District, federal or state guidelines and regulations.
- Independently organize and perform complex technical data management duties in the information database (i.e. Banner); create and maintain course, section, faculty, and space inventory files for online registration, for required enrollment management and reporting functions, and for audits.
- Directly and independently work with division schedule coordinators in the development and modification of course and section scheduling resources and accommodations.
- Act as primary point of contact and liaison with division schedule coordinators on a range of complex scheduling, operational and administrative issues related to academic course offerings and certain types of special events.
- Assign courses to classrooms as directed by Supervisor.
- Assists in project planning, development, implementation and control to ensure efficiency in meeting the needs of the district.
- Establishes and implements workflow patterns and operating standards to accommodate division course/section scheduling requirements and requests.
- Coordinates data entry and proofs schedules in automated scheduling and/or registration

- systems.
- . Serve as the lead resource in monitoring and ensuring correct attendance accounting methods and courses are set up for proper apportionment calculations as well as other data, research, special projects and schedules.
- . Develop, oversee and coordinate catalogs and class schedules affecting college instruction.
- . Train division schedule coordinators, deans, and others in the development and production of the academic schedule of classes for the district; provide training in the proper operation of the scheduling software system.
- . Prepare and coordinate the schedule timeline for completion and publication of the online schedule of classes; work closely with the college webmaster on the development and maintenance of the college curriculum management system and upload of online schedules; check schedule for accuracy.
- . Work in conjunction with the Curriculum, Admissions and Records, and other District offices that support student class registration in accomplishing scheduling related tasks; work with campus payroll personnel to ensure accurate course input that affects faculty pay; ensure loads for all faculty assignments are accurate.
- . Collaborate with Information Technology in the development of process mapping, participation in user testing, and analysis of problems encountered during testing phases; make recommendations to system functionality objectives and improvements as related to the scheduling functions; prepare and maintain documentation for scheduling processes.
- . Evaluate course needs based on student educational plans and identify gaps in course offerings in the schedule; evaluate available time/space for optimizing course offerings and areas where the schedule impacts student progress
- . Administer the program budget; determine and monitor program expenditures.
- . Operate a computer utilizing specialized and functional-related software and a variety of office equipment.
- . Communicate scheduling data to administration, staff, and/or faculty as directed.
- . Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

Organization rules, statistical processes, and procedures specific to the Scheduling Office.

Program planning and implementation.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies, and objectives.

College operations, policies, rules, and regulations.

Operation of a computer terminal and assigned software.

Budget administration.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Principles of training and providing work direction to others.

Ability to:

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Coordinate and assign classes to on- and off-campus facilities including the day, evening and weekend program.

Perform complex analysis and reporting typically with College-wide or District-wide reports.

Participate in marketing the college and developing marketing materials.

Assist managers with a broad range of reports, schedules, and activities.

Develop and meet schedules and timelines.

Communicate effectively both orally and in writing.

Prepare and maintain a variety of records and reports.

Work independently with little direction.

Interpret, apply and explain rules, regulations, policies and procedures.

Plan and organize work.

Prepare clear and concise schedules, correspondence, reports, presentations and other materials.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of instructional technologies, administrative, computing, and office automation.

Other Requirements:

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

High School diploma, some college preferred. Two years work experience in a related environment including increasing responsibility of experience in program development and implementation.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read computer screens, and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to communicate in person and by telephone; bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office setting.