

# Classification Description



**Job Title: Senior Coordinator, Academic Scheduling**      **Pay Grade: 112**

**Job Code: 3932**      **FLSA Status: Exempt**

## **Job Purpose**

This is responsible, professional work providing management-level project management and executive administrative support to the Vice President of Academic Affairs and Vice President of Workforce Development. The Senior Coordinator of Academic Scheduling collaborates with the planning and administration of College-wide activities throughout the five-county region. In collaboration with Academic Affairs leadership, responsibilities of this position include, but are not limited to, project management, grant program management, budget monitoring and analysis. Responsibilities include acting as the Master Scheduler College-wide, managing the schedule of classes for the entire College by collaborating with Vice Presidents, Deans, department chairs, faculty and scheduling assistants to ensure a robust schedule of classes throughout the College; providing training to schedulers to ensure consistency of the schedule; coordinating with IT in the creation of the initial semester schedule as well as the assignment of rooms; assisting with the development of the Academic Calendar; and provide additional administrative support for the Deans of the School of Pure & Applied Science and the School of Arts, Humanities & Social Science.

## **General Responsibilities**

### **Essential Functions**

Provides leadership as Master Scheduler and collaborates with appropriate leadership and staff in the preparation of the schedule of classes for each semester.

Acts in a leadership capacity for the time-line for the creation of each semester schedule; provides training to the scheduler on changes associated with semester schedule.

Acts in a leadership capacity on the creation of each semester schedule in the Student Information System in collaboration with IT.

Acts in a leadership capacity in the implementation and maintenance of S-25 registration room scheduling package College-wide.

Reviews schedules for consistency.

Acts in a leadership capacity on the reporting of courses which run with low enrollments.

## **SENIOR COORDINATOR, ACADEMIC SCHEDULING**

Develops and presents information related to Academic Affairs to College faculty and staff, as well as to public and community organizations as requested.

Reviews and makes appropriate recommendations for revisions to academic-related College operating procedures. Produces appropriate academic related guides and forms.

Coordinates communication documents to include, but not limited to, administrative directives, dissemination of College/department policy and procedures, meeting agendas, etc. May provide direction and leadership at certain events organized and/or sponsored by Academic Affairs.

Monitors and manages assigned budgets, which includes purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Coordinates and supervises special projects that may be complex/specialized in nature as assigned.

Supports the Deans of the Schools of Pure & Applied Science and Arts, Humanities and Social Science with administrative task such a Faculty Credentialing, employee hiring, adjunct faculty training, etc., as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in education, business administration, or a related field.

5 years professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's service district.

Demonstrated experience using Student Information System(s) for the creation and maintenance of course schedules.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.

## **SENIOR COORDINATOR, ACADEMIC SCHEDULING**

- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 11, 2020. Revised: July 15, 2022, July 1, 2023.