Title: Classroom/Facilities Scheduling Specialist

Essential Function

Schedule the use of general purpose classrooms and/or facilities through the analysis and maintenance of classroom/facilities requests, availability records, and college/department data.

Characteristic Duties

1. Schedule the use of general purpose classrooms and/or facilities (e.g., auditoriums, computer labs, meeting rooms, etc.); identify and resolve scheduling conflicts; and communicate the resolution to the necessary parties (e.g., college, departments, professor, students, etc.).

2. Process room scheduling forms. Process room and/or facility allocation based on restrictions (e.g., college/department room use time blocks, college controlled rooms, shared rooms, etc.) and room and/or facility need priorities (e.g., handicapped access, special equipment needs, visiting professors, computer facility, guest lecturers, continuing courses, etc.).

3. Maintain files and update databases using a variety of clerical procedures (e.g., receive and record documentation and data, clarify discrepancies, sort and file information, gather statistics, verify files, enter record, prepare correspondence, announcements, and labels, etc.).

4. Serve as a liaison with other departments/college (e.g., work control, campus calendar, medical services, conferences, bookstores, food service, parking services, evening college, etc.).

5. Prepare statistical reports as requested.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school/GED diploma required; two years experience in a university/college environment including 6-9 months experience in scheduling and coordinating activities; knowledge of office procedures.

Last updated: September 1992

An affirmative action/equal opportunity institution