

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, CENTRAL SCHEDULING**

**Reports To:** Manager, Central Scheduling

**UW Job Code:** 3052

**UW Job Family:** 3C - Instructional/Educational Service

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 6-1-08

**JOB PURPOSE:**

Coordinate University scheduling for the Central Scheduling Department for instructional and non-instructional meeting spaces/events on campus, utilizing the R25 and Banner scheduling and student systems including, but not limited to providing training on use of equipment used for meetings/events; provide technical services support for the R25 system including maintenance, troubleshooting, and resolving problems; supervise financial, personnel and office operations of this area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise and manage the office operations including, but not limited to supervising assigned support staff, while coordinating services sixteen (16) hours daily, including weekends and after-hour classes/functions/events; oversee records maintenance for area.
- Coordinate University scheduling for the Central Scheduling Department for instructional and non-instructional meeting spaces/events on campus utilizing the R25 scheduling and Banner student systems.
- Maintain and enhance the R25 scheduling system; provide administrative and training services to users; provide periodic updates to management and work with staff to implement an expansion of the use of the R25 scheduling system campus-wide.
- Plan, assign, and coordinate UW classrooms for UW community; assist in resolving conflicts and technology needs for faculty.
- Schedule, assign, and coordinate needs for non-academic events.
- Serve as contact for deans, department heads, faculty, staff and the general public.
- Provide technology support for instructional technology used in the Classroom Building including, but not limited to acquisition, maintenance, troubleshooting, and cleaning; instruct faculty in use of various technology systems available in the building and complete set-up of equipment during brief intervals between classes.

**SUPPLEMENTAL FUNCTIONS:**

- Develop and organize planning activities to allow for weekend and after-hour building services; and notify appropriate departments (Physical Plant, Police, etc.) of activities occurring outside normal working hours.
- Respond to complaints and resolve problems, as needed.
- Deposit money from equipment rental usage to the general fund.
- Assist in locating students and others needed for emergency notifications.
- Provide space utilization reports, as directed.
- Oversee budgetary needs including, but not limited to maintaining inventory of replacement parts for equipment for classroom technology and petty cash for vending refunds.
- Keep abreast of technology advances in the area of distance program delivery systems.

#### **COMPETENCIES:**

- Conflict Management
- Strategic Planning
- Stress Tolerance
- Technical/Professional Knowledge
- Developing Organizational Talent
- Work Prioritization & Management

#### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Scheduling systems in use, such as the R25 system, as well as the Banner Student Services system.
- Applicable University, state and federal regulations, policies and procedures.
- Planning and scheduling methods and techniques.
- Records and office management and equipment inventory methods, techniques and practices.
- Problem solving and resolution of conflict methods, techniques and practices.
- Budgeting, cost estimating, fiscal management, inventory, and purchasing principles and procedures.
- Cash management principles and procedures.
- Business management and analysis techniques, concepts, and methods.
- Scheduling system (R25) troubleshooting and problem resolution techniques and methods.
- Training development for faculty, and other equipment and R25 users.
- Supervisory methods, concepts, and procedures.
- Human resources, purchasing or other applicable University procedures and methods.
- Organizational structure, workflow, and operating procedures.
- Processes and procedures for building and student/employee emergencies.

- Project coordination principles and practices.
- Project and time management principles, practices, techniques, and tools.
- Personal computer applications applicable to area.
- Current and emerging computer system trends applicable to area.
- Customer service standards and procedures including developing positive partner relationships with faculty and other users.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Coordinate and organize facilities' usage.
- Use independent judgment to make effective decisions impacting project work, prioritization, organization, coordination, management and supervision of support staff.
- Work with staff and instructors in multiple locations.
- Create, compose and edit written materials.
- Use discretionary authority to provide leadership making decisions that impact program and class development and relate to student issues.
- Interpret and/or suggest modifications to operational policies and procedures.
- Understand and comply with applicable federal, state and University rules and regulations.
- Maintain thorough and accurate records.
- Maintain instructional technology equipment through troubleshooting, performance, cleaning and preservation.
- Analyze and solve problems, as directed.
- Prepare reports and use applicable computer software and programs.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.