

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: SENIOR, ACADEMIC SCHEDULING COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 5068

UW Job Family: 3C - Instructional/Educational Services

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 22

Date: 12-1-17 (revised 8-8-19)

JOB PURPOSE:

Analyze and compile data on classrooms and other non-academic spaces to ensure the highest use of instructional inventory and other campus resources. Schedule, assign and coordinate University scheduling for instructional and non-instructional meeting spaces/events on campus. Provide plan development and oversight on multiple strategic initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide plan development, management and oversight on new initiatives, goals, and objectives for class scheduling. Implement and organize updated methods and procedures to enhance processes. Plan and coordinate the development, implementation and execution of programs, special assignments, and other initiatives designed to achieve the overall mission, goals, and objectives of the department.
- Review new pedagogies in teaching platforms to address student and faculty needs. Manage plan documentation and analyze data on classroom utilization as needed. Develop new strategies for best practices for class scheduling and prepare periodic analysis reports for monitoring effectiveness.
- Develop, write, edit and present comprehensive statistical and narrative program reports and evaluations. Assist in report research, analysis and writing. Coordinate the collection, compilation and analysis of relevant data; write, edit, and present comprehensive statistical and narrative program reports and evaluations.
- Coordinate implementation of 25Live scheduling system by providing administrative and technical support. Assign security settings for 25Live users providing access for scheduling requisite spaces. Participate in the development of operating goals and objectives for the unit; recommend, implement, and administer methods and procedures to enhance operations, as appropriate to the unit.

- Schedule academic WyoCast requests for faculty and staff. Supervise student staff, prioritize job assignments and scheduling to assist teaching faculty. Manage assignments for non-academic events and provide support for digital signs.

SUPPLEMENTAL FUNCTIONS:

- Develop and organize planning activities to allow for weekend and after-hour building services; 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 room rental usage to the general fund.
- Assist in locating students and others needed for emergency notifications.
- 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
- Quality Orientation
- Formal Presentation Skills

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Scheduling systems in use, including R25/25Live and 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.
- 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:

- Analyze data to ensure highest use of instructional inventory.
- Improve classroom utilization by developing strategies for new pedagogies to assist with recruitment, retainage and student success.
- Prepare and provide reports to management.
- Research, collect and analyze data required for increased efficiencies and best utilization in classroom scheduling. Lead initiatives based on recommendations and implementation for scheduling processes improvement.
- 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 student staff.
- Work with staff and instructors in multiple locations.
- Use discretionary authority to provide leadership-making decisions that affect program and class development related to student issues.
- Create, compose and edit written materials.
- Interpret and/or suggest modifications to operational policies and procedures.
- Understand and comply with applicable federal, state and University rules and regulations.
- Maintain instructional technology equipment through troubleshooting, performance, cleaning and preservation.
- 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.