AUBURN
Human Resources

Spec II, Scheduling, Apps,& Training

Job Description

JOB INFORMATION

Job Code	AD36B
Job Description Title	Spec II, Scheduling, Apps,& Training
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	9/23/2024 2:06:08 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Under general supervision, the Analyst of Scheduling Applications and Training facilitates the analysis and evaluation of technical needs of Office of the Registrar systems, specifically classroom scheduling systems. Individual uses understanding of processes and assigned applications to assist in day to day and long-term planning. Also, will respond to requests for data and analysis on courses, classroom space, and room scheduling trends.

RESPONSIBILITIES

- Reviews and resolves system and application needs for scheduling (courses and rooms) and other processes with the Office of the Registrar.
- Communicates with campus stakeholders concerning questions, issues, and usage of all software related to the Office of the Registrar systems. Works with campus stakeholders to resolve issues as needed.
- Develops and conducts training as needed on software use and campus procedures and processes.
- Complies and retrieves information related to academic facilities resources and participates in discussions towards improvements to procedures to increase scheduling efficiency.
- Responds to request for data and analyses on courses, classroom space, and rooming scheduling trends.
- Maintains courses and classroom data in the Student Information System and scheduling software and works to develop improvements to SIS and scheduling software.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Degree	and	2 years of	Experience in higher education institution practices and procedures, training, and analysis of data.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of training methods.	
Comprehensive knowledge of fields, forms, and processes within Banner student information system.	
Ability present information in clear and concise manner.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.