

JOB INFORMATION

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| Job Code | AD36A |
| Job Description Title | Spec I, Scheduling, Apps,& Training |
| Pay Grade | SR05 |
| Range Minimum | \$35,390 |
| 33rd % | \$40,110 |
| Range Midpoint | \$42,470 |
| 67th % | \$44,830 |
| Range Maximum | \$49,550 |
| Exemption Status | Exempt |
| Approved Date: | 9/23/2024 2:08:31 PM |
| Legacy Date Last Edited | 11/10/2022 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------|
| Job Family: | Student Resources |
| Job Function: | Registrar |

JOB SUMMARY

Under direct supervision, the Analyst of Scheduling Applications and Training participates in the analysis and evaluation of technical needs of Office of the Registrar systems, specifically classroom scheduling systems. Individual will also gain an understanding of processes and assigned applications. Also, will review requests for data and analysis on courses, classroom space, and room scheduling trends.

RESPONSIBILITIES

- Assists in reviewing system and application needs for scheduling (courses and rooms) and other processes with the Office of the Registrar.
- Communicate with campus stakeholders concerning questions, issues, and usage of all software related to the Office of the Registrar systems.
- Provides training as needed on software use and campus procedures and processes.
- Reviews requests related to academic facilities resources.
- Maintains courses and classroom data in the Student Information System and scheduling software.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | 0 years of | Experience in higher education institution practices and procedures, training, and analysis of data. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| 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

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|----------------------------|-------|
| 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.