

JOB INFORMATION

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| Job Code | AD36B |
| Job Description Title | Spec II, Scheduling, Apps,& Training |
| Pay Grade | SR07 |
| Range Minimum | \$40,170 |
| 33rd % | \$46,870 |
| Range Midpoint | \$50,220 |
| 67th % | \$53,570 |
| Range Maximum | \$60,260 |
| Exemption Status | Exempt |
| Approved Date: | 9/23/2024 2:06:08 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 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.
- 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 | 2 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.