JOB INFORMATION

Job Code	AD57
Job Description Title	Coord II, University Scheduler
Pay Grade	SR03
Range Minimum	$31,280
33rd %	$34,920
Range Midpoint	$36,750
67th %	$38,570
Range Maximum	$42,220
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Under general supervision, the University Scheduler Coordinator II coordinates the building and classroom scheduling for the university ensuring that technology needs, capacity constraints, and time allocations are taken into account.

RESPONSIBILITIES

- Coordinates and administers final decisions concerning campus wide scheduling of classes each semester including conducting capacity comparisons, technology needs, and prime/secondary time allocations.
- Provides thorough knowledge of AdAstra and Banner to effectively enter spaces across campus for instructional and non-instructional use.
- Creates reports to administration concerning future course offerings, course demand and ensuring classroom space is being optimized.
- Accountable for accurate coding of classroom descriptions, attributes, updates, and changes in the Banner system and AdAstra systems.
- Assists in the resolution of conflicts for course registration, campus events, holidays, exam schedules, and graduation.
- Approves and schedules requests concerning classroom space for special events from various campus organizations, departments, and community groups.
- Communicates University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in the policies.
- May perform other duties as assigned.

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	
High School	High School Diploma	And	3 years of	Experience in record maintenance and updating the student information system, administrative support services, and/or scheduling events.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in the policies.	
Applies fundamental concepts, practices, and procedures related to classroom scheduling within student information system like Banner.	
Excellent verbal, written, and interpersonal skills.	
Ability to multi-task, prioritize and manage time effectively.	
Ability to work independently as well as in a team environment.	
Well organized, detail oriented, and excellent problem-solving skills.	
Thorough knowledge and skills of communication applications, such as AdAstra, Banner, Microsoft Office, and Outlook.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.