



## ACADEMIC SCHEDULING SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	60	07/01/2017	Classified	1 of 3

### DEFINITION

To perform a variety of responsible, complex and technical tasks related to producing the college’s master schedule of classes and/or catalog course listings including analyzing, monitoring and maintaining the college database of courses, sections, student registration, facility scheduling, and faculty instructional and non-instructional assignments.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates development of the college schedule for each term, including establishing schedule development timelines.
- Collects and reviews data; projects number of sections for day and evening courses; prepares list of full-time faculty available; projects number of part-time instructors needed; assigns usable classroom space.
- Receives scheduling materials from departments; reviews teaching schedules and room schedules and works with affected department to resolve scheduling conflicts; inputs information in database.
- Requests data processing to produce a tentative schedule for each department; reviews accuracy of schedules submitted by department.
- Identifies, confirms and enters faculty reassigned time and non-instructional load; requests, documents and maintains required instructional office reports.
- Verifies faculty load against contractual obligations (part-time load maximum, full-time semester and variance banking limit, full-time load maximum for academic year and restrictions on full-time overload for pay).
- Performs mathematical computations to determine Full-time Equivalent Faculty (FTEF) contact hours, pay hours and Full-time Equivalent Students (FTES).
- Reviews and maintains hourly teaching budget; updates schedule in Enterprise Resource Planning (ERP) System throughout the term; produces and disseminates a list of additions, deletions and changes to schedule.
- Collects information from various campus sources and colleges; advises departments to update assigned sections of the catalog; verifies courses to insure accuracy; edits and prepares catalog copy for submission to printer.
- Runs and reviews course load audit reports and instructor load audit reports for accuracy.
- Processes requests for cancellations; confirms that students have been notified of cancellation and advised of alternative available sections.



## ACADEMIC SCHEDULING SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	60	07/01/2017	Classified	2 of 3

- Processes reservations for all instructional room space; assists business office with room reservations for off-campus agencies.
- May assist in negotiations for off-campus facilities.
- Answers inquiries concerning scheduling activities, policies, or programs.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, practices and equipment.
- District and college policies and procedures.
- Instructional contract rules and regulations.
- Payroll rules, policies, and records relating to time reporting for academic staff.
- Standard business English, grammar and spelling.
- Software used for producing college class schedules and catalog.
- Modern software applications (Microsoft Office Suite, etc.) and database software.

Skill/Ability to:

- Perform responsible and complex clerical work using independent judgment.
- Analyze situations and make decisions in procedural matters.
- Perform accurate mathematical computations.
- Effectively multi-task and organize time to meet schedules and timelines.
- Prepare and maintain accurate and complete records and reports.
- Maintain discretion and confidentiality.
- Utilize specialized software applications and current systems used in the assigned unit.
- Understand and carry out both oral and written instructions in an independent manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Three (3) years of experience performing increasingly responsible administrative or clerical duties in a similar work environment, including at least two (2) years performing technical administrative support duties.

### EDUCATION/LICENSE OR CERTIFICATE



## ACADEMIC SCHEDULING SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	60	07/01/2017	Classified	3 of 3

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/1