

SCHEDULING SPECIALIST

DEFINITION

To perform a variety of responsible, complex and specialized clerical and related tasks involved in preparing the master schedule of classes and/or modification of the course catalog for a college.

DISTINGUISHING CHARACTERISTICS

An incumbent in a position allocated to this class is assigned to assist a Dean of Instruction or other manager in preparing the master schedule of classes for fall, spring, and summer. The incumbent is required to frequently exercise independent judgment and interpretive ability in the performance of assigned job tasks. The incumbent may serve as the computer center's main contact with the college instruction office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Instruction or other manager.

May exercise technical or functional supervision over classified and hourly personnel and student assistants.

EXAMPLES OF DUTIES

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

Collect data and analyze; project number of sections of day and evening courses; prepare list of full-time faculty available; project number of part-time instructors needed; assign usable classroom space.

Receive scheduling materials from departments; review teaching schedules and room schedules for conflicts; resolve problems with the departments; input information on CRT.

Request Data Processing to produce a tentative schedule for each department; receive schedules back from departments and review for accuracy.

Order from Data Processing a final printer's copy; collate the copy and materials; prepare schedule for

submission to an outside printer.

Review and maintain an hourly teaching budget; update schedule on CRT throughout the term; produce and disseminate list of additions, deletions and changes to schedule.

Prepare college catalog; collect information from various campus sources and colleges; request departments to update their portion of the catalog; check courses to insure accuracy; edit and prepare catalog copy for submission to typesetter.

Review course load audit reports and instructor load audit reports for accuracy.

May assist in negotiations for off-campus facilities; assist in the development and implementation of outreach programs and publicity.

Operate office machines including a CRT, typewriter, calculator, and copy machine.

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EXAMPLES OF DUTIES (CONTINUED)

Answer questions concerning scheduling activities, policies, or programs.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, practices and word processing equipment.

Methods, practices and terminology used in statistical clerical work.

Business English, including vocabulary, correct grammatical usage, spelling, and punctuation.

Skill to:

Perform difficult and responsible clerical work requiring the use of independent judgment and initiative.

Make mathematical computations rapidly and accurately.

Analyze situations and make decisions in procedural matters without immediate supervision.

Prepare and maintain accurate and complete records and reports.

Type at a speed of not less than 50 net words per minute from clear, legible copy.

Understand and carry out both oral and written instructions in an independent manner.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of increasingly responsible clerical and secretarial experience.

Training:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial training.