Coordinator, Schedule

Job Code 50022413

General Description
Work with department chairs and administrative assistants to create schedule of classes. Provide customer service to faculty and students and support the Associate Registrar as needed.

Examples of Duties
Coordinate schedule of classes by working with academic departments to compose section, prerequisite, restrictions, and waitlist information.
Provide information needed for state reports and make sure departments follow university policy.
Respond to emails and phone calls regarding coordination of schedule deadlines and information.
Assign rooms first call rooms for student organizations and departments.
Supervise Administrative Assistant II and student worker staff.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; data entry and documentation procedures.

Skill in: direct and professional communication; providing courteous and professional assistance to faculty and staff; conflict resolution.

Ability to: understand written and verbal requests; prepare clear and concise documentation as requested; ability to perform basic math; provide excellent customer service skills via telephone; prioritize work assignments.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements