Wright State University
CLASSIFIED JOB SPECIFICATION
Academic/Classroom Scheduler - 1

I.   JOB INFORMATION

Job Title: Academic/Classroom Scheduler - 1 (CS 14)

Job Class: 61124   **FLSA Status:** Non-Exempt

II.   JOB SUMMARY

Under direction from unit supervisor serves as a liaison between the regional campus and various academic departments and programs, may give general direction in problem-solving, and functional, technical, and administrative support. For a location providing 10% or fewer of the total university class sessions per semester, evaluates the availability of university classroom space and makes adjustments as needed.

III.   PRIMARY DUTIES AND RESPONSIBILITIES

- Monitor department class schedule development and provide guidance with regard to policies and procedures.
- Coordinate distribution and receipt of schedule of classes and update changes in the student information system.
- Troubleshoot, investigate and resolve data issues.
- Advise academic departments with regard to effective system coding of course and class schedule data to achieve desired system enforcement.
- Explore and present creative and collaborative options to identify department goals.
- Follow university policies and procedures in handling course fees. Trains staff in the use of databases and course inventory workflow.
- May perform system testing of scheduling databases for system upgrades for scheduling.
- Provide and interpret data and reports to external and internal groups as necessary.

Note: This is not an inclusive list of duties and responsibilities.

IV.   MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and two years (FT) of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field. Strong organizational, interpersonal, and creative problem-solving skills; technical aptitude; and professional judgment. Ability to manage multiple responsibilities, while

working independently and as a team in a high-pressure, fast-paced environment. Ab Experience in writing and editing; ability to calculate basic math; proficiency with a variety of complex software applications and relational databases.

V.   WORKING CONDITIONS

Typical office environment.

VI.   WSU TESTING/EXAMINATIONS REQUIRED

None

VII.   CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

61100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.