

Wright State University
CLASSIFIED JOB SPECIFICATION
Academic/Classroom Scheduler - 2

I. JOB INFORMATION

Job Title: Academic/Classroom Scheduler - 2 (CS 15)

Job Class: 61125

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction serves as a liaison between the University Registrar's Office and various academic departments and programs on main campus, provides guidance, creative problem-solving, and functional, technical, and administrative support. For a location providing greater than 10% of the total university class sessions per semester, analyzes the availability of university classroom space and make adjustments.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Monitor department class schedule development and provide guidance with regard to policies and procedures.
- Update and maintain course inventory.
- Coordinate distribution and receipt of schedule of classes and update changes in the student information system.
- Troubleshoot, investigate and resolve complex 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.
- Recommend, audit and review data audits. Analyze reports and make determination for problem resolution.
- Follow university policies and procedures in handling course fees. Trains staff in the use of databases and course inventory workflow.
- Performs system testing of scheduling databases for system upgrades for scheduling.
- Provide and interpret data and reports to external and internal groups.

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 three years (FT) of related work experience OR, two years of post-secondary education and 1.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 6 months (FT) of related work experience. 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.