

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2055

SCHEDULING CENTER COORDINATOR

Abolished Effective June 1, 2005

CLASS SERIES CONCEPT

Schedule and coordinate the use of campus facilities, equipment, and services by faculty, students, and staff and related organizations for conferences, seminars, workshops, and social functions. Provide logistical support for events. Examples of logistical support include ensuring that food service is available if requested and the correct equipment is available for the event.

This series differs from the Conference Coordinators series in that events are scheduled only in campus facilities. Also, the decisionmaking authority of Scheduling Center Coordinators is more limited than that of Conference Coordinators. Scheduling Center Coordinators usually receive direction regarding the event, speaker, type of facility(ies), equipment, event support services, refreshments, and food service. Conference Coordinators have the latitude to make these decisions, consistent with criteria from the requester. Scheduling Center Coordinators' responsibility for events is limited to ensuring requested goods and services are available when needed. Conference Coordinators are responsible for arrangements made for the event.

BASIC FUNCTION

Coordinate the daily operations of a campus-wide scheduling center, coordination of services and arrangements relative to meetings, conferences, workshops, social functions, and other events involving the use of institutional facilities.

DISTINGUISHING CHARACTERISTICS

Under general supervision, independently coordinate services and arrangements with campus departments/programs relative to meetings, conferences, workshops, social functions, and other events involving the use of campus facilities or equipment. Requires extensive contacts with the public, faculty, staff, students, and other departments. Ensures logistics of events are made and completed on schedule.

TYPICAL WORK

Coordinate the operations of a scheduling center and services including the initiation of food orders, equipment orders, and custodial services for meetings, conferences, workshops, social functions, and other events involving the use of campus facilities and equipment,

Ensure scheduling deadlines are met for services and facilities;

Prioritize incoming requests for facilities, equipment, and services;
Review posters/flyers for compliance with applicable institution policies;

Ensure facility, equipment, or service requests for off-campus groups adhere to institution policies;

Coordinate charges and bill program sponsors, respond to inquiries as necessary; create new accounts as necessary;

Monitor and reconcile rebill budgets; initiate and/or approve charges to operations and rebill budgets;

Receive and deposit funds received in payment for services provided;

Use spreadsheet and database software to develop and maintain records; use statistical software packages and computer inquiry programming, produce specialized reports;

Determine whether requesters qualify for use of campus facilities in accordance with institutional policy and procedures; estimate costs associated with an event; assess rental fee for facility in accordance with specifications of institution policy and procedures; and prepare rental agreements;

Establish and maintain files relative to operation;

Receive calls after hours, direct the problem resolution;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation and two years' work experience and two years' work experience involving public contact such as secretarial, sales promotion, setting up conferences, public information, or in the hospitality industry AND possession of a valid Washington state driver's license

OR

equivalent education/experience.

New Class: 7/12/96

