

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2056

SCHEDULING CENTER SUPERVISOR

Abolished Effective June 1, 2005

BASIC FUNCTION

Oversee daily operations of a campus-wide scheduling center; review coordination of arrangements for events, meetings, social functions that use institution facilities and/or equipment; review services for compliance with applicable institutional facility use policies.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary actions.

Under general direction, establish scheduling center procedures and standards, priorities, and deadlines. Impose special conditions on the event when necessary to meet health or safety standards. May make exceptions to the institution's facility use policy and procedure when extraordinary circumstances exist. Monitor and participate in the development of operations budget of scheduling center and conference facility(ies). Have extensive contact with public, faculty, staff, students, and other departments.

TYPICAL WORK

Advise students, staff, and/or the public of policies and activities;

Consult rental fee schedule and determine cost estimates associated with an event; impose special conditions where necessary to assure compliance with university rules;

Determine priority for use; prepare rental agreements; determine user definition;
Develop and maintain procedures for scheduling and coordination with staff, campus departments, and off-campus agencies providing support;

Oversee accounting process and reconciliation of scheduling center rebill budget;

Compose correspondence relating to facilities access policy and procedure;

Attend event pre-planning meetings and act as a resource person to aid in coordination of activities;

Direct preparation of reports regarding facilities;

Establish and maintain files relative to scheduling operation; maintain equipment inventory.

Receive calls after hours, identify who to contact for problem resolution;

Perform the duties of Scheduling Coordinator;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation and four years' of progressively responsible work experience involving public contact such as sales promotion, setting up conferences, public information, or in the hospitality industry

OR

equivalent education/experience.

New Class: 7/12/96