**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Scheduling Administrator **(Contract)**

**Job Number:** A-126

**NOC:** 1221

**Band:** 8

**Department:** Enrolment Services

**Supervisor Title:** Manager, Systems & Projects

**Last Reviewed:** January 4, 2018

**Job Purpose**

This position is responsible for the effective and efficient allocation and utilization of undergraduate instructional space to meet the goals established by the Scheduling Principles Committee. This involves working in partnership with all academic and relevant service departments to ensure accurate and effective timetabling. Models scenarios involving institutional academic space and creates and analyzes a variety of reports.

**Key Activities**

**Undergraduate Academic Timetables:**

1. Ensures that a yearly undergraduate academic timetable is produced by collecting and manipulating data submitted by academic departments in a computerized scheduling system (Infosilem) to accommodate departmental and faculty specific requests while ensuring an optimum, conflict-free schedule for faculty and students.
2. Manipulates the computerized scheduling system settings to develop timetables which meet established goals and optimize utilization of academic space.
3. Ensures that the timetable is manipulated to accommodate requests for changes resulting from departmental consultations.
4. Ensures that the schedule continues to be adjusted both before and during the academic year due to changing enrolments and departmental requests.
5. Assists with the production of the summer timetable as needed.
6. Works closely with Conference Services and Physical Resources to ensure that space is shared to everyone’s satisfaction and that Convocation proceeds with as little impact on summer school as possible.
7. Responsible for the configuration and maintenance of the data in the scheduling system.
8. Ensures accurate timetable information is available in a timely manner for the purposes of student registration.

**Analysis & Reporting:**

1. Provides information on current usage of academic space. Identify deficiencies in classroom space, overutilization, and underutilization.
2. Continually evaluates scheduling and room bookings processes to identify areas requiring improvement and implement process improvements as required.

**Other Duties:**

1. Provides advice to the University Registrar regarding changes to processes, procedures and regulations.
2. Assists with exam scheduling and on-call exam assistance as needed.
3. Maintains process documentation for all areas of scheduling and room bookings to help ensure consistency for data management.
4. Monitors internal processes to ensure adherence to university and departmental policies and procedures. Ensures that all staff are informed of all changes to procedures, policies and regulations
5. Follows a communication plan for scheduling to ensure that students, faculty and administrative staff are informed of important deadlines and policies.
6. Ensures timetable website and other publications are up-to-date.
7. Assists with Room Booking requests as needed.
8. Prepares reports for management as required.
9. Leads and participates in special projects as required.
10. Assists with institutional recruitment and retention efforts by participating in internal and external events.
11. Flexible work schedule, including evenings and weekends.

**Education**

Bachelor Degree (Honours) in a technical or business related field required

**Experience Required**

* At least 2 years of experience extracting, manipulating and analyzing data required.
* Experience with academic scheduling and/or in a registrarial environment would be an asset.
* Experience and proficiency with an automated student information system. Datatel experience strongly preferred.
* Excellent computer skills including Microsoft Word, Excel and Access.
* Excellent interpersonal skills, verbal and written communication skills, and a proven ability to work well with colleagues are essential.