

FACILITIES USE SCHEDULER

DEFINITION:

Under general supervision, to coordinate the scheduling and reservations for internal and external use of on- and off-campus college facilities; to ensure proper requirements and staff support for specific functions; to maintain a variety of logs and records; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification, processing reservations, scheduling, and ensuring necessary support arrangements for the use of college meeting rooms and other facilities.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Operates computer to log reservations for classroom use, facility use, and events into facility scheduling software; provides training or tutorials to other software users as directed.
- Receives and processes internal and external facility use reservation forms, and schedules or reschedules facility use including classroom use; obtains proper signatures and processes fee waiver requests;
- Identifies necessary staff support and equipment for events and activities, such as media equipment, room set up, custodial, food and security services;
- Notifies appropriate internal and external departments of scheduled facility use and events, and requirements; contacts departments regarding immediate support needs such as emergency maintenance problems or special issues; notifies the Public Information Office of community events scheduled on campus;
- Notifies event organizers of food and other permit requirements and ensures that required permits are obtained;
- Distributes information, safety guidelines, barbecue kits, and other materials and equipment to event staff or college employees;
- Provides general office support as directed.

MINIMUM QUALIFICATIONS:

Knowledge of:

Policies, procedures, processes and forms related to internal and external use of college facilities.

Basic office practices and procedures including organizing and maintaining files and operating standard office equipment.

Keyboarding and basic computer operations.

Skill in:

Providing helpful and efficient customer service.

Understanding and carrying out oral and written instructions.

Organizing and maintaining accurate records and files.

Developing and maintaining effective working relationships with those contacted in the course of work.

Applying basic regulations and procedures to the facility use scheduling process.

Inputting data to a desktop computer accurately and efficiently.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school with coursework or practical experience in basic office skills.

One year of general clerical or office assistant experience with customer service duties.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision sufficient to read computer screens and handwritten and printed documents; manual dexterity to operate computer keyboards and office equipment, and handle paper; speech and hearing to obtain and relay information. This work is typically performed in an office setting.