

Job Description

Position Title: Coordinator, Scheduling and Contracts

Job Group: Academic Affairs

Job Level Group: Professional Entry

FLSA Status: Non-Exempt

Position Summary:

The Scheduling and Contracts Coordinator performs multifaceted course creation and maintenance. The Scheduling and Contracts Coordinator interprets, and monitors a variety of academic credit and non-credit, dual enrollment, reciprocal, contracts and workforce training schedules and databases. Performs ongoing schedule refinement to maintain complex multi-campus classrooms for centralized academic and event scheduling. Coordinates and provides quality control for the release of adjunct and faculty overload employment contracts.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs data entry to create CRNs, edit and maintain the academic schedules for multiple semesters to include credit and non-credit terms for all academic divisions utilizing the College's software systems. Audits, and updates course fees, textbook fees, differential and reciprocal tuition fees for each course section number.
2. Coordinates the roll-over of the academic schedule with Enrollment Services for each academic semester. Performs data cleanup for each term.
3. Assists and provides guidance to Administrators and staff in the calculation of seat time according to the Carnegie guidelines. Identifies issues and discrepancies. Develops and implements training for internal stakeholders on the process and progress of the schedule.
4. Performs analysis, researches, and uses independent judgment to solve complex conflicts, identifies potential threats and enrollment opportunities within the overall scheduling timeline. Recommends solutions for credit and non-credit schedules, Workforce, Dual Enrollment, Reciprocal and Contract training in accordance with the college programs, procedures, and policies.
5. Processes the release of adjunct and faculty overload contracts according to payroll deadlines. Calculates instructional workloads for regular load, lecture/lab loads, dual enrollment, workplace learning course load, independent study and pay per student load.
6. Conducts focused, detail-oriented work managing scheduling data for accurate, organized and productive Full-time Faculty and adjunct workflow. Ensuring that contracts are loaded, coded correctly, and released based on the faculty/instructor workload.
7. Audits Faculty Semester Load Forms to confirm fulfillment allotted by policy. Verifies that assignments and/or complementary educational support assignments are correct and that codes are transcribed correctly into the system.

8. Prepares, monitors and analyzes reports on enrollment, instructional workloads, overload contracts, and adjunct faculty contracts. Provides notification to other college departments of any adjustment to the instructional workload to ensure the accuracy of compensation.
9. Researches and interprets data for administration, staff, and other college departments for various contract related matters. Demonstrates a high level of proficiency using data information systems as they relate to academic scheduling, event scheduling software, and query tools.
10. Utilize scheduling software to maintain, monitor, coordinate, and audit that courses are in classrooms that are in compliance with specific seating capacity, technology, pedagogical, or other required class or room needs. Assists with managing and enforcing classroom scheduling guidelines.
11. Reviews, improves, and facilitates the process for room assignments and room cleanup. Provides immediate, rapid analysis of classroom availability to provide quick results to accommodate instructor and student needs.
12. Provides on-demand event scheduling, optimizing campus resources by researching and resolving difficult and complex multi-campus issues. Performs quality assurance of compliance functions related to ensure the accuracy of conflict-free scheduling.
13. Provides advanced support to faculty and administration by reviewing and responding to requests for information, preparing and proofing reports. Gathers, assembles, updates, and distributes a variety of department or college specific information, forms, records, and data as requested.
14. Serves as point-of contact for inquiries, complaints, and concerns regarding scheduling and contracts. Interacts with faculty, staff, and other internal stakeholders to answer questions concerning processes and procedures of scheduling, including classroom usage.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of data storage concepts including managing and maintaining agency records
5. Knowledge of computer and network operating systems
6. Knowledge of internal and external customer service principles and practices
7. Skill in effective communication (both written and oral)
8. Skill in positive, productive and flexible customer service
9. Skill in problem solving
10. Skill in independent decision making
11. Skill in performing a variety of duties, changing from one task to another of a different nature
12. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
13. Ability to apply effective and accurate data entry and typing skills
14. Ability to develop and maintain effective and positive working relationships

15. Ability to adapt to changes and maintain professional composure in emergent and crisis situations

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required.
- Up to One (1) year of related experience in education, student services, or related field.
- One (1) to Three (3) years of related experience in education, student services, or related field preferred.
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours