

CLASSROOM FACILITIES CO-ORDINATOR**NATURE OF WORK**

This is responsible administrative work in classroom allocation.

The employee of this class is responsible for assisting in formulating and administering the policies and procedures of the Registrar's Office relating to classroom allocation. Work includes responsibility for liaising with departments regarding classroom requirements, allocating course sections to classrooms, and preparing the University class schedule. Work is performed with considerable independence and initiative under the general supervision of the Associate Registrar and is review through discussion and on the basis of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Conducts the daily operations of the Registrar's Office as related to classroom allocation by ensuring adherence to governing policies, procedures and practices.

Receives class schedule work sheets and liaises with departments to clarify requirements; allocates course sections to classrooms on the basis of required facilities and projected enrolments.

Compiles class schedule data for keypunching; proofreads computer listing and submits edited listing for keypunching of course cards.

Assembles and submits class schedule data for printing; arranges with the Financial and Administrative Services for printing of the University class schedule; determines required number of copies.

Analyzes total classroom allocation; makes decisions regarding classroom changes during and immediately after registration; effects classroom changes to avoid clashes by posting notices and informs department of changes.

Attends meetings of the Timetable Committee; refers problems and recommends course of action; maintains contact with Facilities Management to monitor changes in the availability of classroom space.

Assists in exam scheduling by requesting, receiving, editing, and compiling examination information from departments and by arranging for the invigilation of examinations written in quarantine; assists by advising on the availability of additional classroom space.

Corresponds with University academic departments and external organizations regarding room allocations; maintains a variety of files and records.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in University class scheduling supplemented by some experience in the preparation of data for computer processing; graduation from high school supplemented by university level courses in business administration or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the terms of reference of the Timetable Committee governing preparation of the University class schedule and of the Registrar's Office policies, procedures and practices pertaining to classroom allocation.

Considerable knowledge of classroom and auxiliary facilities available in the University.

Considerable knowledge of the University's Banner accounting and student registration systems.

Ability to evaluate alternatives and make decisions in potential conflict situations.

Ability to understand and execute written and oral instructions.

Ability to schedule work to meet deadlines.

Ability to establish and maintain effective working relationships with department heads, high ranking University officials, representatives of outside organizations, students and staff.

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