

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, CENTRAL SCHEDULING

Reports To: Designated Supervisor

UW Job Code: 3118

UW Job Family: 3C – Instructional/Educational Services

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 24

Date: 9-1-07

JOB PURPOSE:

Manage the operational, personnel and budgetary activities of the Central Scheduling Office to facilitate the strategic and effective utilization of academic and non-academic facilities and space and serve as an information source and liaison to internal and external customers of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and provide direction for the activities and personnel of the Central Scheduling Office including the research, development and enforcement of policies and procedures pertaining to the effective scheduling of University facilities and space.
- Hire, train, develop, evaluate and discipline office staff and assign work.
- Manage academic scheduling including final exam scheduling utilizing available University computer technology.
- Manage academic and non-academic scheduling of University facilities and space involving inventory identification and classification.
- Resolve conflicts pertaining to the utilization of University facilities and space.
- Research and develop management reports on facility and space utilization including presentation of strategic utilization recommendations.
- Develop and maintain internal and external relationships relative to scheduling and promote Central Scheduling as the most effective approach to facility and space utilization.
- Maintain effective relationships with vendors and consultants regarding systems/software including capabilities, installation, usage, maintenance and system enhancements.
- Plan and manage office staff's professional development including staying abreast of technical developments in the scheduling discipline.
- Represent the University administration on internal and external committees; lead or participate on management committees devoted to facility and space utilization.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Collaboration
- Strategic Planning
- Innovation
- Technical/Professional Knowledge
- Quality Orientation
- Analysis/Problem Identification
- Formal Presentation Skills
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Human Resources concepts, practices, policies and procedures.
- Computerized space scheduling systems.
- Operational and maintenance characteristics of a range of instructional technology equipment.
- Records maintenance policies and procedures.
- Office management principles and practices.
- Finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Organizational structure, workflow, and operating procedures.
- University rules, procedures, budget management and planning.
- Project management principles, practices, techniques, and tools.
- Structure, policies, and procedures of university faculty and/or staff governing bodies.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Processes and procedures for building and student emergencies.

Skills and Abilities to:

- Maintain accurate and complete records.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Develop recordkeeping systems and procedures.
- Interpret university policies and procedures.
- Perform advanced research.
- Work as a team member and foster a cooperative work environment.
- Coordinate and organize facility usage.

WORKING CONDITIONS:

Standard office and classroom locations; utilizes standard office equipment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.