

**JOB INFORMATION**

Effective Date	10/10/2022
Job Title:	Scheduling Assistant
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
Job Summary	The Scheduling Assistant serves as liaison for both the university and the community to assure the orderly coordination and management of scheduling campus events. This requires interfacing with university administrators, faculty, staff and students, as well as the community on a daily basis.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum two years of experience in scheduling in a higher education environment.	Required	
Less than 3 yrs	Experience with scheduling software such as Ad Astra.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge and experience coordinating events.	Skilled
• Knowledge of basic accounting principles.	Basic
• Ability to use Microsoft Office Suite, PeopleSoft, and Ad Astra softwares.	Basic

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must be detailed oriented with strong organizational and time management skills.	Skilled
• Ability to thrive and work in a high pressure environment.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Coordinates all events held on campus and oversees the timely completion of event setups. Assigns appropriate facilities, reviews and processes facility use request forms, schedules overtime personnel and initiates appropriate personnel documents. Resolves moderately complex problems from general public and university community according to policies and procedures.	50%
• Attends meetings and advises university committees on proper event and scheduling procedures.	20%
• Assists in class scheduling to include special room requirements and cross listed classes. Processes routine classroom revisions each semester. Prepares reports using Excel.	10%
• Completes clerical duties which include answering of the telephone, greeting visitors, photocopying and other related office duties.	5%
• Process event payments, cross train in processing billing to event users.	10%
• Performs other duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description