

University of Houston – Clear Lake

Position Description

Job Title: **Scheduling Assistant**

Job Code: **5725**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Four years prior work experience in a senior staff position. Two years experience using mainframe or PC automated systems.	Experience in a recreation and parks, municipal scheduling or communications environments. Related experience in a higher education environment and/or state agency. Microsoft Word, Access and Excel.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Serves as liaison with 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. Some overtime including weekend work may be required. Other duties as assigned.

Duties and responsibilities	% 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. Overtime and possible weekend work for events as needed. 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. Clear, precise and effective oral and written communication skills. Excellent interpersonal and organizational skills. Ability to handle interruptions, prioritize work, meet deadlines, and maintain confidentiality.	30
Assist in class scheduling to include special room requirements and cross listed classes. Processes routine classroom revisions each semester. Prepare reports using Excel	10
Clerical duties to include answering of the telephone, greeting visitors, photocopying and other related office duties. Performs other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.