Course Scheduler
Job Description

Pay Grid:	**C1**
Status / FLSA Status:	Full-Time / Nonexempt
Classification:	Professional / Technical
Department:	Academic Affairs
Reports to:	Vice President for Academic Affairs
Work Location:	Main Campus, Oglesby, IL
Hours of Work:	40 Hours, or 8:00 a.m. to 4:30 p.m.

POSITION SUMMARY: Under the general supervision of the Vice President for Academic Affairs, this position oversees the development and creation of each semester's schedule of classes. The Course Scheduler is responsible for producing and ensuring the accuracy of the master course schedule across all semesters/ terms. This position coordinates with the VPAA's Administrative Assistant on curriculum changes and updates to Colleague.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees and coordinates the instructional scheduling for the college with all academic divisions.

A. Enters and maintains credit courses in Colleague. This data includes: prefix and number, title, prerequisites, restrictions, capacity, repeatability, status, billing, lab fee, description, effective dates, and the ICCB identification numbers.
B. Prepares future semesters' academic offerings in the college's SIS (Colleague) and Scheduling/Events system (Coursedog). This data includes: instructional methods, section meeting dates, class time, instructor assigned, location, course fees and parts of term.
C. Coordinates with Enrollment Services to establish and enter into Colleague the academic dates including tenth day, mid-term, and withdraw for all sections that are scheduled for the semester.
D. Maintains additions, deletions, cancellations, and changes of section offerings as directed.
E. Enters and updates the Academic Programs in Colleague.
F. Works with the Division Deans and Administrative Assistants in the development and modification of course and section scheduling.
G. Serves as co-administrator for the implementation and maintenance of Coursedog, the College's course and event scheduling software.
H. Serves as the primary point of contact with the Division Deans and Administrative Assistants on all issues related to course scheduling.
I. Coordinates data entry and proofs course schedules in both Colleague and Coursedog before final publication.
J. Prepares and coordinates the schedule timeline for completion and publication of the course schedule.
K. Assigns classrooms to specific courses, based on the class caps and the specific instructional needs of a course.
L. Trains the Division Deans and Administrative Assistants in the production of a course schedule, providing training as it relates to the use of the scheduling software.
M. Troubleshoots data entry issues in Coursedog and Colleague.
N. Maintains Users, Faculty, Departments, in Coursedog.
O. Performs all other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

❖ Participate in campus events and committees as appropriate.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. High school diploma or GED required.
2. Familiarity with office software applications, especially Microsoft Excel, required.
3. Excellent organizational, interpersonal, and communication skills required.
4. Accuracy and attention to detail required.
5. Associate's or Bachelor's degree preferred.
6. Familiarity with Colleague preferred.
7. Familiarity with curriculum software preferred.
8. Familiarity with course scheduling software preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.