## Scheduling Coordinator
*(Job Number: 53328BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>July 16, 2019</td>
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### Job Description
Under the general supervision of the scheduling manager, the scheduling coordinator plans, organizes, and manages the data entry of multiple class schedules for both undergraduate and graduate programs within both academic divisions of Mary Lou Fulton Teacher’s College. The coordinator will need to maintain high levels of both accuracy and attention to detail. Additionally, the scheduling coordinator will manage, aid and assist in the logistics of classroom scheduling, keep track of crucial deadlines regarding schedule rollovers and data validation/entry, and lead a team of scheduling specialists to ensure that all semesters of the entire class schedule are as up to date and as accurate as possible.

### Essential Duties
- Using Google Docs, manage and oversee multiple semesters of the class schedule and input any necessary revisions or changes
- Use reporting tools such as Microsoft Excel and Myreports to check class schedules for accuracy
- Coordinate with multiple academic units and scheduling manager to solve high-level scheduling problems
- Interpret and implement scheduling policies and rules as they pertain to MLFTC
- Interact with faculty and staff to ensure instructor deadlines are met and troubleshoot instructor issues pertaining to classrooms
- Assist with general operational scheduling duties and data management regarding instructor class funding, final exam scheduling, room breakout requests, and final grades and grade changes
- Manage multiple high-priority activities requiring considerable coordination and follow-through to meet deadlines
- Manage and lead a team of scheduling specialists
- Other tasks and duties as assigned

### Minimum Qualifications
Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Knowledge of issues pertaining to classroom scheduling and physical space limitations
- Demonstrated knowledge of Microsoft Office software, PeopleSoft, Ad Astra, and My Reports
- Experience using Google Suite
| **Working Environment** | • Work is sedentary with continuous hours at a computer screen  
  • Typically sits for extended periods while performing data entry, troubleshooting, etc.  
  • Job is located at the West Campus (4701 W. Thunderbird Rd., Glendale, Arizona) |
|-------------------------|------------------------------------------------------------------|
| **Department Statement** | Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,000 educators annually.  
MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.  
MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.  
MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities. |
| **ASU Statement** | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.  
ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree  
AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.  
Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. |
<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position.</td>
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</table>
| Instructions for ASU Online Employment Applications | Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to apply for an ASU job.  
  • For staff positions, click on **External Staff** or **Internal Staff** (for existing ASU employees) – if External, you must create an ASU account or enter existing account information.  
  • From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **SEARCH** to locate positions of interest.  
  • OR click on **Advanced Search**, to customize your search by campus, title keywords, etc.  
  • From the Search Results page, scroll to positions of interest and click on the Job Title above Requisition ID 53328BR to apply for this position.  
  • From the Job Details page, review the posted job description and click the **Apply to job** button to begin the online application process.  
  • Then, answer the questions to complete the ASU Kenexa online employment application (**Note** - you will be asked to submit your cover letter, resume and three personal references as part of the application process). |