## Scheduling Coordinator
(Job Number: 66803BR)

<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>
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<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>Salary</td>
<td>$40,000 - $44,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>April 15, 2021</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 divisions of the Mary Lou Fulton Teacher’s College. The incumbent 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 manage data validation/entry for multiple semesters of the class schedule.

### 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 MyAnalytics to check class schedules for accuracy
- Coordinate with multiple academic units and scheduling manager to solve high-level scheduling problems
- Input class schedule data into Peoplesoft with a high level of accuracy
- Interpret and implement scheduling polices 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
- 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, Any equivalent combination of education and/or experience 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 MyAnalytics
- Experience using Google Suite
- Experience in developing and maintaining cooperative working relationships both within and across organizational areas
- Experience in working effectively in an environment subject to sensitive/confidential information, quickly changing priorities, conflict and tight deadlines
- Ability to maintain a high level of attention to detail and accuracy
- Experience using project management techniques
- Experience working independently
- Evidence of effective communication, both verbal and written
- Ability to maintain and keep track of pending tasks and follow up items

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; frequently required to stand for varying lengths of time and walk moderate distances to perform work
- Job is located at the West Campus (4701 W. Thunderbird Rd., Glendale, Arizona)

**Department Statement**

ASU’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 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

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 capabilities of individual educators and the performance of education systems.

MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

**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](http://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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

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<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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<tbody>
<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<tr>
<td></td>
<td>Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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