

FACILITIES SCHEDULING SPECIALIST

Job Description

CATEGORY: CLERICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 32
REPORT TO: BUDGET SUPERVISOR
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The primary responsibility of the Facilities Scheduling Specialist is to perform a variety of duties associated with coordinating, scheduling, and maintaining the utilization and the scheduling of campus space and campus events. The Facilities Scheduling Specialist supports the coordination of events, and campus leasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, schedules, and maintains the utilization and scheduling of the College facilities, including classrooms, event facilities, and other meeting areas of the College.
- Coordinates services needed related to performance and meeting areas, including security, custodial, and other technical requirements needed for an event.
- Coordinates services for events, including facilities, signage, displays, equipment and other set-up needs.
- Ensures that event files are complete and all requirements are met.
- Keeps appropriate event records conforming with records retention.
- Inspects event facilities to ensure that they conform to event requirements.
- Monitors event activities to ensure compliance with college procedures and resolves any problems that arise.
- Works with user groups to identify needs and provides appropriate equipment.
- Works with performers to identify needs and provides appropriate equipment.
- Provides customer service to event participants and assists in resolving complaints and issues.
- Assists in preparing and maintaining contracts and agreements with off-campus users; provides billing services and reports.
- Assists with composing and preparing correspondence and materials for special events such as invitations, guest lists, RSVPs, and programs.
- Accesses, inputs and retrieves information from computer.
- Orders and stocks office supplies as necessary and processes purchases of such items.
- Assists with writing specifications for purchases or service contracts for equipment.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.

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- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Ability to coordinate facility usage and events through a scheduling software and track event information in spreadsheets.
- Experience in planning and coordinating events, including meetings and conferences.
- Demonstrated experience handling a large variety of details, generating reports, and working with all levels of an organization.
- Ability to assimilate to specific software.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Strong judgment, decisiveness, and interpersonal skills to work effectively with employees at all levels of the organization.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.

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- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree from an accredited college or university.
- Minimum of two (2) years of coordinating facilities and events in a fast-paced environment.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university.
- Experience using a facility scheduling software such as ad Astra.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an associate's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum two (2) years of coordinating facilities and events in a fast-paced environment?
 - Yes
 - No
4. Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
5. Do you have experience using a facility scheduling software such as ad astra?
 - Yes
 - No