



Job Title	Facilities Scheduler	Job Code	FS0811
Pay Plan	USPS	Pay Grade	14
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	21
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Maintains college semester schedules and reserves rooms for classes and meetings. Submits college book orders and orders desk copies for faculty. Monitors grade rosters submitted by faculty for each term, and monitors faculty access to courses.

Representative Duties

1. Academic Schedules

- Establishes, maintains, updates, and prints academic semester schedules
- Submits and monitors faculty access to courses

2. Room Scheduling

- Locates and reserves rooms for meetings and classes
- Maintains the college calendar and responds to conference line reservation requests

3. Textbook Orders

- Submits textbook orders for faculty online and through correspondence with bookstore managers
- Submits and monitors requests for desk copies from publishers

4. Department Support

- Monitors grade roster input and faculty access for final grade deadline
- Supports departmental activities, such as taking meeting minutes, and processing, and filing course action forms

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.