



Job Title	Space Utilization Coordinator	Job Code	FS1012
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Space Utilization

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.

Space Utilization Professionals perform duties relating to the strategic planning and effective use of university facilities.

Job Summary

Responsible for the input and verification of the master schedule and facility resource utilization of the college. Manages space utilization and analysis programs, formulates and recommends related policies and procedures. Interprets administrative policies and procedures for recommendations to effectively manage space and facilities administration.

Representative Duties

1.
 - Develops, modifies and maintains the academic master schedule for the college
 - Analyzes student data to determine best fit of appropriate courses for each location
 - Retains historical course and program data for degree programs
 - Negotiates space utilization
 - Assists with space set-up
2.
 - Provides enrollment and curriculum data to administrators in support of academic program planning
 - Reviews proposals for operational feasibility
 - Recommends revisions when appropriate
 - Builds, revises, and maintains the undergraduate course prerequisites
 - Provides training and academic support for staff on various applications
 - Represents the college on committees deemed essential to the coordination of academic program planning and advising processes and procedures
 - Provides academic support services, assisting with course permits, overrides, drop reports, and registration errors

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ 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.