

**Job Description:** Scheduling Technician  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## MONTEREY PENINSULA COLLEGE

### SCHEDULING TECHNICIAN

#### **JOB SUMMARY**

Under general direction perform a variety of tasks related to developing and maintaining the college scheduling database; and developing, producing and maintaining class schedules. Coordinate the development and publication of class schedules; assure accurate input review and editing of the regular, summer and inter-session course listings for the schedules of classes; consolidate and coordinate data required to publish course schedules and process schedule changes. Serve as a technical resource for data entry and training of those involved with the scheduling process. Provide leadership for all staff involved in the schedule development process.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Provide leadership in the definition of the calendar and timelines for development of the class schedule in collaboration with all involved; create work procedures and establish dates for collection of data from divisions; perform data entry of course information and produce draft class schedules for review; edit materials and write original copy as needed.

Maintain, revise and update databases used in the schedule production process. Operate microcomputer and peripheral equipment and a variety of database management and desktop publishing software programs. Schedule and conduct meetings and training sessions for Division Office Managers and others involved in the scheduling process, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; and provide updated information and additional training as needed.

Provide staff support to standing and ad hoc committees as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Develop, recommend, and implement techniques and practices to improve functions in the office of academic affairs related to job duties to ensure optimum performance; maintain state-of-the-art practices keeping abreast of current trends and practices in the field. Keep supervisor informed of performance and department activities; develop and present to the supervisor matters requiring the supervisor's decision, and act on the supervisor's directives and recommendations.

Respond to questions of schedule interpretation as they relate to District policies and procedures regarding schedule development.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and resolve problems related to scheduling and data entry. Prepare production schedules and collaborate with those involved in marketing and distribution of class schedules in both electronic and print form; assure that effective communications are maintained within the area of responsibility.

Maintain supporting documents and authorizations as required by district policy and state regulations.

Troubleshoot, identify and resolve problems and issues related to production of the schedule of classes; confer with administrators, information systems personnel, faculty, printers and other staff to develop solutions and recommendations.

Work with Information Technology personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the student information system; update the institutional computer scheduling data base to include proper codes necessary to satisfy state requirements for the generation of FTES data. Serve as liaison between

Information Technology and the office on technical aspects of data bases, schedule preparation, and reporting for State MIS.

Work closely with catalog production and curriculum processes; maintain working knowledge of and assist personnel in those areas as needed.

Maintain scheduling databases in preparation for the data management report submittal to the Chancellor's Office.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Act as the liaison with all Academic Divisions and Student Services areas involved with scheduling of classes, FTES generation, and schedule production.

Enter new and modified course information from the curriculum database as needed. Update hardcopy and electronic files to assure that timely and accurate information is available for schedule production.

Update and distribute all forms and electronic media related to scheduling; maintain forms on the college Intranet.

Maintain working knowledge of and serve as back-up to staff in the catalog production and curriculum processes. Perform administrative support as assigned.

### **Other Duties**

Participate on committees as required.

Provide backup for the Academic Curriculum Scheduling and Catalog Technician.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; lead effective meetings and training sessions, establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.