

FACILITIES USE SCHEDULER

DEFINITION:

Under general supervision, to coordinate the scheduling and reservations for internal and external use of on- and off-campus college facilities; to ensure proper requirements and staff support for specific functions; to maintain a variety of logs and records; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification, processing reservations, scheduling, and ensuring necessary support arrangements for the use of college meeting rooms and other facilities.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Operates computer to log reservations for classroom use, facility use, and events into facility scheduling software; provides training or tutorials to other software users as directed.
- Receives and processes internal and external facility use reservation forms, and schedules or reschedules facility use including classroom use; obtains proper signatures and processes fee waiver requests;
- Identifies necessary staff support and equipment for events and activities, such as media equipment, room set up, custodial, food and security services;
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