BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Scheduling and Facilities Planner

DEPARTMENT: Office of Curriculum and Scheduling/ Academic Affairs

FUNCTION: The Senior Scheduling and Facilities Planner is responsible for creating and maintaining the master schedule of facility assignments and usage and for making job-related decisions independently within prescribed institutional guidelines.

REPORTS TO: Associate Dean of Curriculum

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:
1. Schedules classroom assignments for all semesters and sessions.
2. Schedules non-classroom assignments throughout the year, exclusive of the athletic facilities.
3. Prepares materials for Deans or scheduling of courses each semester or session including memoranda of direction and/or transmittal.
4. Prepares materials for Data Entry for computer input of courses each semester or session, including memoranda of direction and/or transmittal.
5. Assigns classrooms for all course offerings according to guidelines established by the instructional Deans and in line with facility usage limitations.
6. Reviews all materials submitted by the instructional Deans and Data Entry to ensure a conflict-free master schedule.
7. Distributes on a regular basis computer reports and schedules updates to the Deans and appropriate offices and departments.
8. Attends meetings with appropriate college personnel on matters relating to scheduling.
9. Develops a weekly calendar of college activities, exclusive of regular course assignments.
10. Is available at registration periods to open new classes, cancel courses, change rooms, send out cancellation notices and maintain records of all transactions.
11. Coordinates scheduling office activities with the Deans and staffs of the:
    A. Office of Instructional Services.
    B. Office of Student Services.
    C. Office of Administrative Services.
    D. Office of Continuing Education.
12. Performs any other tasks or duties as may be assigned.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School graduate required; two-year college degree or equated experience preferred

Experience: Three to five years of scheduling experience with at least two years of experience at Bergen Community College. This experience should include classroom and general facility assignment and coordination and knowledge of computer-based systems.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.