**University of Maine Job Description**

**TITLE: Academic Course Scheduling Coordinator**

**DEPARTMENT: Division of Lifelong Learning**

**DATE: February 1, 2023**

**REPORTS TO: Director of Operations**

**Purpose**: The primary responsibilities of this position are to coordinate the course scheduling and enrollment of academic courses (Winter, Summer, Early College, UMaineOnline, FHC and CED) through infosilem/DCU and the DLL operations database. This position is responsible for monitoring class size limits, waitlists, and all course coding.

**Essential Duties & Responsibilities:**

● Develop and manage the DLL course schedule procedure from start to finish including: database management, monitoring class size limits and course coding

● Serve as subject matter expert for DCU input,

● Coordinate communications with AD related to course scheduling with all academic partners

● Work with the AD around strategic scheduling and forecasting course needs to support student persistence and retention

● Serve as a resource to the Director of Operations of all DLL in monitoring course enrollments

 ● Recommend SU schedule and number of individual sessions

● Prepare complex scheduling reports to assist SLT with strategic planning

● Provide support to academic departments with course scheduling, coding, and modality choices/changes for DLL courses

● Ensure accuracy of courses on MaineStreet for publication

● Liaison with Office of Student Records for course scheduling matters

● Liaison with DLL Associate Dean around department and student course scheduling needs

● Prepare comparative enrollment reports to assist AD with academic planning

● Notify faculty and departments of course changes

● Serve as the Faculty liaison to ensure a positive experience and inform faculty of applicable of policies, processes and deadlines as needed

 ● Create and maintain accurate, up-to-date, and accessible electronic filing systems with DLL Operations database

● Serve as DLL representative on UMS Data Governance Committees

● Other UMS committees as assigned

● Serve as member of the DLL Operations Team

● Serve as member of the DLL Student Services Team Marginal Duties:

● Coordinate special course/program projects

● Backup registration duties for Student Academic Services team

● Perform other reasonably related duties as assigned

● Represent DLL at recruitment and informational events

**Required Knowledge & Skill Qualifications**:

* Typically has the education associated with a bachelor's degree and has up to three years of related administrative experience in a higher education setting with proven success in similar work activities.
* Experience with computerized data management systems required.
* Solid working computer knowledge and expertise with spreadsheet applications and database experience required.
* Must have strong interpersonal skills and a proven ability to work with and collaborate with diverse campus personnel at various levels of the organization.
* Excellent organizational and analytical skills with a keen attention to detail and communication skills, and initiative essential.
* The successful candidate should also have previous experience in a fast paced, high activity atmosphere with frequently shifting priorities.
* Demonstrated skills in providing good customer service.

**Preferred Knowledge and Skills:**

* Experience working in the Infosilem (DCU) and Mainestreet student registration.
* Previous experience working with the schedule of classes
* Complex data management
* Experience working with academic departments to support student and college needs.
* Familiarity with The University of Maine's course scheduling and payroll systems is strongly desired.
* Familiarity with MaineStreet and student registration desired.

**Supervisory Responsibility**: May supervise a student worker.

**Work Environment:** Works in Chadbourne Hall on the campus of The University of Maine. The position requires the ability to perform a variety of evolving activities in a fast-paced, time sensitive, project-driven environment. The Coordinator will be a member of the DLL Operations Team and work with the Student Services Team. Occasional travel within UMS sites.

 **Work Year:** Full-time, fiscal year appointment. Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours shall be approved in advance by the supervisor. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule to meet work requirements as appropriate.

**Position Type: (E&G funded)** On-going, full-time, base budgeted.

**Schedule for Evaluation**: In accordance with guidelines established for UMPSA in Accordance with UMPSA Agreement.

**Job Family/Salary Grade**: **11/03**

The finalist for this position must successfully complete either a driver's license, credit and State Bureau of Identification background checks whichever are required.