SCHEDULING COORDINATOR

Posting ID: EM18904520

Company: UNLV Registrar Office - Scheduling

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

Company Website: http://www.unlv.edu/registrar

Work Location: Registrar Office SSC - A

Salary: $47,000 yr

College Level(s): Graduate Student, PhD. Student, Alumni

OVERVIEW

UNLV is a doctoral-degree-granting institution of approximately 29,000 students and more than 3,000 faculty and staff that is classified by the Carnegie Foundation for the Advancement of Teaching as a research university with high research activity. UNLV offers a broad range of respected academic programs and is on a path to join the top tier of national public research universities. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada. For more information, visit us on line at: http://www.unlv.edu

Roles and Responsibilities

This position is responsible for overseeing the Scheduling area of the Registrar's Office. The position will manage day-to-day operations and supervise staff working in Scheduling. This role is expected to work with Assistant Registrar on the following tasks: delegation of work, representing scheduling to the Vice Provost, Associate Dean, and Advising Director level positions, preparing and interpreting data, prep of the annual scheduling tutorial for the campus, in-person scheduling training, monitoring utilization, fielding questions via email and phone; and assisting the campus with the navigation of the scheduling process. The position processes new scheduling changes and works within the 25Live software for Academic Scheduling and Event Scheduling purposes.
**Education and Qualifications**
Bachelor's degree from an accredited college or university plus a minimum of three (3) years of professional experience. A Master's degree or Master's degree in progress in related field is preferred.

Successful candidates will possess effective leadership and administrative skills; strong interpersonal, oral and written communication skills; possess a team-oriented approach to meet institutional goals; and an ability to utilize software packets such as 25Live.

**Preferred Skills**
Microsoft Excel

**How to Apply**
https://www.higheredjobs.com/institution/details.cfm?JobCode=176815814&Title=%2AREVIS
ED%2A%20Scheduling%20Coordinator%2C%20Office%20of%20the%20Registrar%2C%20Division%20of%20Student%20Affairs%20%5BR0109519%5D&aID=584