

The University of Texas at San Antonio

Job Description

Job Title: Registrar Reporting and Academic Scheduling Coordinator

Code: 19835

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Office of the Registrar/Student Affairs

Reports To: Director of Academic Catalogs and Scheduling

Summary

- Function: To perform academic scheduling, space management and reporting and manage and maintain the scheduling database and software.
- Scope: Responsible for performing and coordinating class scheduling and reporting for the University. Oversees and manages multiple complex large data systems for planning, organizing and controlling projects.

Duties

- Typical:
 1. Maintains and analyzes the scheduling database; develops and implements functionality as needed; handles reporting problems and provides resolutions; updates software system to include changes to data and parameters; and maintains data elements.
 2. Schedules academic classes, seminars and special events; reviews utilization of institutional space; prepares statistical reports; performs space reviews; and provides individuals instruction in class schedule preparation and processes.
 3. Develops and writes class and room scheduling reports, queries, spreadsheets and Dashboards. Monitors student enrollment and provides information to departments and UTSA administrators.
 4. Represents UTSA at the Coordinating Board Space Utilization Committee; and prepares and submits reports.
 5. Develops reports to reflect the Space Utilization Standard (SUE); updates Dashboards, creates comparison reports to determine classroom and laboratory utilization.
 6. Performs system administration to include managing, monitoring and maintaining the system: maintains system and network security, monitors and evaluates server instances.
 7. Manages, monitors, pulls, modifies and schedules reports. Supervises training and acts as the point of contact for all new report requests.

<p>8. Oversees the production of enrollment reports and forwards to management. Reviews, analyzes and resolves reporting errors; and tests functionality.</p> <p>9. Supervises assigned staff.</p> <p>10. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Attends meetings; serves on committees.</p>
--

Education

Required	Preferred
Bachelor's degree. At the department's discretion, four years of directly related experience may be substituted for a degree.	Bachelor's degree.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of experience in software systems, database support and management, analysis, systems design or programming.	Experience with academic scheduling software, Crystal reporting SQL queries, MS-Access reporting, Excel, PDF, Resource 25, Xcelsuis and dashboards. Two years of supervisory experience.

Equipment

Required	Preferred
Personal computer, computer server, Microsoft Office and standard office equipment.	

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision from immediate supervisory.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.