

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Scheduling Assistant **SALARY GRADE:** HU-08
DATE REVISED: December 01, 2014 **EEO CODE:** 05
JOB CODE: 9093 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide clerical support and assistance for University-wide scheduling of facilities.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students, and staff. External contacts may include vendors, consultants, and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Coordinates the daily procedural details of all requests for use of University facilities.
- Enters data, updates, and maintains the source documents used in scheduling facilities.
- Assists in the maintaining the daily, weekly and monthly master calendars of all programs and activities scheduled.
- Assists in the preparation and typing of reports and makes recommendations regarding improving the scheduling operation.
- Facilitates and coordinates, where necessary, support services for scheduled programs and activities.
- Acts as liaison with the office of the Registrar for facilities in the classroom inventory.
- Disseminates and explains University policies and regulations governing the use of the University facilities.
- Develops and maintains accurate and complete files and supporting documents of all request for use of facilities.
- Performs other related duties as assigned.

CORE COMPETENCIES:

- Ability to develop and maintain proficiency in the utilization of Microsoft Word, Excel, PowerPoint and related software applications to perform a variety of typing and/or project assignments.
- Knowledge of general office procedures and practices.

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Knowledge of basic record keeping procedures.
Skill in basic arithmetic, grammar and spelling.
Ability to effectively communicate orally and in writing.
Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

**MINIMUM
REQUIREMENTS:**

High School diploma or GED and 1-3 years of general work experience.
AA/AS may be substituted for 4 years of required work experience.
BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management