

## Position Description

Position Title		Today's Date
Facilities Scheduling Manager		1/7/25
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 months	Exempt	
Position Type	Work Location	
Unclassified	Monmouth	
Department/Division	Position Number	
Student Engagement/Student Affairs	E99722	
Reports to	Reports to Position Number	
Director	E99322	

### SUMMARY

A brief summary of the position here.

The WOU Facilities Scheduling Manager oversees the coordination of the facility reservation process for campus reservations that are non-academic use of WOU's facilities. This position assists in the creation and defining of guidelines and standards that will provide the university, and all persons involved in the use of university facilities with information and guidance surrounding campus reservations. Further, they will use those *policies* to make sound decisions regarding costs, fee schedules and facility use guidelines.

The WOU Facilities Scheduling Manager supervises a 2-4 student Facilities Scheduling Assistants (FSAs) staff, supervises 6-10 Information Desk staff (IDS), assists Student Engagement with major campus events, and provides back up support for the Director, Student Engagement for events or student staff to support them in the Werner University Center.

The WOU Facilities Scheduling Manager communicates with the Coordinator, Conference and Event Services to facilitate use for individuals or groups interested in using the Werner University Center (WUC) facilities. This position reserves the non-academic use of university facilities. This position communicates and distributes policies, procedures and charges governing the utilization of university facilities to campus users.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

### JOB DUTIES

**JOB DUTIES** (Please ensure the total of "% of Time" equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental
50%	<p><u>Manage the scheduling of non-academic use of campus facilities.</u></p> <p>Coordinate the scheduling of non-academic use of campus facilities by departments, campus units, and student clubs and organizations utilizing Astra (the current facilities reservation system), Meeting Matrix (for diagramming rooms), Billing Software and other software programs. Have a close working relationship</p>	Essential

	<p>with the Coordinator, Conference &amp; Event Services, who schedules campus facilities for non-affiliated and WOU sponsored reservations.</p> <p>This position involves direct contact with clients, determining and filling their needs, scheduling facilities, creating room diagrams, and providing information about any costs. Collaboration with other departments on campus to get approvals for use of space, equipment reservation, UCS or DPS support, notifications, and communicating customer needs is also a primary function of the position. This position ensures that events with Alcohol have approved registrations when they are in the WUC. In addition, this position and student staff coordinate the Event Advisement process through Presence for student organization events including diagram creation, cost estimates, student support staff scheduling on When to Work software and scheduling larger meetings for planning and feedback after the event. This position is an administrator on Presence.</p> <p>Gather Student Engagement fee information from Director after the event to contribute to the centralized billing on CP or Microsoft office suite products. Give to Administrative Program Specialist for billing processing.</p> <p>Coordinate the placement of wayfinding signage inside the WUC for internal customers utilizing the facility as needed.</p> <p>Ensure that policies and procedures governing the utilization of university facilities are accurate and distributed to users and followed. Work on revisions of the Room and AV rental rates as well as Facility Reservation Policy as needed.</p>	
25%	<p><u>Supervision of Facilities Scheduling Assistants (FSAs) and Supervision of Information Desk staff.</u></p> <p>FSA--Hire, train, dismiss, assign, and reassign tasks, give direction regarding procedures, transmit established standards of performance of 2 – 4 student Facility Scheduling Assistants. Review completed work for accuracy and timeliness. Conduct regular one on one meetings and staff meetings to communicate successes and share challenges. Provide Staff developments as possible. Keep resources up to date with the help of FSA's including but not limited to building manager names, contacts on ASTRA, etc. Monitor communication with campus partners for accuracy. Use Handshake to advertise job posting. Input termly work schedule on When to Work software. Use and update Canvas modules for training support.</p> <p>IDS--Hire, train/onboarding, dismiss, assign, and reassign tasks, give direction regarding procedures, transmit established standards of performance of 6 – 10 Information Desk staff. Review completed work for accuracy and timeliness. Conduct staff meetings to communicate successes and share challenges. Staff developments. Office themes and student staff gatherings. Office supply inventory. Keep resources up to date with the help of IDS staff including but not limited to key check out lists, department resource updates, knowledge of big events on campus to answer questions, etc. Use Handshake to advertise job posting. Input termly work schedule on When to Work software. Use and update Canvas modules for training support.</p>	Essential
10%	<p><u>Department Operations Support</u></p> <p>Assist in the operations of the Werner University Center, serving as a back-up support to the Director, Student Engagement. These duties would include room set-ups, operation of AV equipment, and supervision of student building managers</p>	Essential

	<p>(SBM), building set up/special events staff, and student custodians as the need arises. In addition, UCS purchases as needed and on call support for IDS, FSA and SBM. This position will split coverage of the WUC with Director, Student Engagement for major campus special events. (e.g., Commencement, Preview Days, etc.)</p> <p>Run the Student ID program and budget. Hire and train new staff as needed for all PACK events. Also coordinating with UCS for testing of equipment for ID cards prior to PACK events.</p> <p>Help develop departmental goals, objectives, and budgets to properly establish departmental priorities.</p>	
10%	<p><u>Department support person for facilities scheduling software applications.</u></p> <p>Serve as the department contact person and interfaces with the staff utilizing Astra and Meeting Matrix to ensure that department needs and efficiencies are properly managed. Provides training to campus staff on Astra and department staff on Meeting Matrix software applications. Serves as an ASTRA administrator</p> <p>Works with University Computing Services to access support in maintaining software efficiencies to support and troubleshoot Astra and Meeting Matrix programs.</p> <p>Designs, formats, and/or maintains a variety of forms, listings and documents which facilitates. reservations communications among departments which schedule, or request facilitates across campus (i.e., Building manager listing, room capabilities on Astra, resource listings in Astra, people and customer listings, listings of chartered and recognized student clubs and organizations through ASWOU, Event Advisement process, AV and room rental rate sheet, etc.) Presence forms— application, etc.</p>	Essential
5%	<p><u>Other Duties as Assigned</u></p>	Incidental

## QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- List skills and abilities necessary to be successful in position.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.
- **For classified positions, please see classification specifications found at <https://fa.oregonstate.edu/classification-specifications> to assist with any particular specifications requirements for the position. Please contact HR with questions.**

## EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	X	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	x	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

Experience			Type of Experience
Years of Experience	Required	Preferred	
<input type="checkbox"/> No experience			
1-2 years	<input type="checkbox"/>	<input type="checkbox"/>	
3-5 years	X	X	Bring 3–5 years of experience in facilities scheduling and management, with a proven track record of coordinating complex schedules, optimizing space utilization, and ensuring seamless event operations
6-8 years	<input type="checkbox"/>	<input type="checkbox"/>	
9-10 years	<input type="checkbox"/>	<input type="checkbox"/>	
10+ years	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
<input type="checkbox"/> None		
Driver's license	<input type="checkbox"/>	X <input type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable:		
Click or tap here to enter text.		

SUPERVISION		
The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring,	<input type="checkbox"/>

	disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input checked="" type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>	<u>Job Title</u>	
Student Facilities Scheduling Assistants Student Information Desk	Facilities Scheduling Assistants Information Desk Staff	

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the PD user guides.	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$ 5,000 SEO909. 5,000 SEO901 supplies
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS		
<b>Typical Work Functions*</b> (check all that apply)	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input checked="" type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule

<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input checked="" type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input checked="" type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input checked="" type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input checked="" type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Weather Extremes		

Lifting Demands*	Up to 50 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Evenings and weekends as needed

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			

**NOTES:**