

### Position Description History/Status

Approved Date:	8/2/2024 6:47:07 PM
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Last Action Effective Date:	

### Organization Details

Business Unit (Location):	LACMP
Organization Code:	24000
Organization:	UCLA FIELDING SCHOOL OF PUBLIC HEALTH
Division Code:	2410D
Division:	PUBLIC HEALTH DIV
Department:	191500 - PUBLIC HEALTH

### Position Details

UCPath Position Number:	TBD_1692
Position Description ID	215854
UC Payroll Title:	CURRICULUM PLNR 2 (004522)
Business Title:	Scheduling and Office Coordinator
Personnel Program	Professional and Support Staff (PSS)
Salary Grade:	Grade 18
Job Code FLSA:	Non-Exempt
Union Code (Collective Bargaining Unit):	99: Non-Represented (PPSM)
Employee Relations Code:	E: All Others - Not Confidential
Employee Class (Appt Type):	2 - Staff: Career
Full-Time Equivalent (FTE)	0.01

### SUPERVISION

UCPath Reports to Position Number:	40982380
Reports to Payroll Title:	STDT SVC ADVISOR 4
UCPath Department Head Position Number:	40053052
Department Head Payroll Title:	ADMIN MGR 2

### Level of Supervision Received

GENERAL SUPERVISION - Indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

### POSITION SUMMARY

The Scheduling and Office Coordinator has direct responsibility for all graduate and undergraduate course scheduling in the Fielding School of Public Health and serves as the primary liaison between FSPH and campus units when reserving space for classes and events. Incumbent prepares schedule of courses to be offered each quarter based on course listings provide by school and departments, enrollment trends, and faculty availability. The Scheduling and Office Coordinator will disseminate information regarding class times, room numbers, and faculty office hours. The Scheduling and Office Coordinator will support the general administrative functions of the FSPH Office of Undergraduate Student Services. Duties include responsibility for staffing the office's front desk and providing administrative support to the unit, including receiving and screening phone calls, processing hard copy and electronic correspondence and inquiries, maintaining an inventory of office supplies, and assisting instructors with textbook orders. The incumbent will assist in the coordination of events including large-scale events, e.g.,

orientation and commencement, and special projects as needed; update student-related materials and resources; and advise or refer students to campus resources, as needed. The Scheduling and Office Coordinator may supervise up to four Work-Study student employees.

## Department Summary

The UCLA Fielding School of Public Health aims to build health and equity, and to drive positive change for all people. We act on this mission through initiatives in three core areas: education, discovery, and service. In each of these realms, we affirm our commitment to developing leaders and evidence-based solutions, and to working in partnership with communities to promote health and well-being in ways that are innovative, respectful, and inclusive.

## Key Responsibilities and Essential Functions

Function	Responsibilities	% Time
COURSE SCHEDULING	<ol style="list-style-type: none"> <li>1. Manage all course scheduling for FSPH abiding by University policies and regulations.</li> <li>2. Collaborate with school and departments to draft schedule of courses, seminars, and special events, taking into account faculty leaves, preferences, and course load, as well as classroom availability and enrollment trends/numbers.</li> <li>3. Reference curricular needs to resolve time conflicts and reassign classrooms as needed.</li> <li>4. Input all courses into the UCLA scheduling system for classroom assignments.</li> <li>5. Coordinate with departments to place FSPH classes in Center for Health Sciences building classrooms and campus classrooms using the Ad Astra Room Reservation System.</li> <li>6. Independently secures classrooms for courses considering the requirements and restrictions of the Campus Scheduling Office, the scheduling needs of other health sciences schools, and equipment and facility needs.</li> <li>7. Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty or senior level manager on options.</li> <li>8. In collaboration with campus and School entities, develop new policies and procedures for scheduling courses and venues at FSPH.</li> <li>9. Coordinate scheduling of all courses under the Public Health subject area.</li> <li>10. Works with other departments to set up cross-listed and room-shared courses.</li> <li>11. Establishes enrollment limits, seat reservations, and other course restrictions in conjunction with school and departments.</li> <li>12. Manages student enrollment for efficient use of classroom space and resources in conjunction with school and departments.</li> <li>13. Coordinate with departmental student affairs officers to establish yearly scheduling timelines and deadlines.</li> <li>14. Provide information to faculty and visiting instructors about scheduling procedures and practices and enrollment needs.</li> <li>15. Solicit and collect variable topics descriptions to input in CMS.</li> <li>16. Process requests for special class sessions, including midterms and study sessions.</li> <li>17. Design and distribute marketing materials for summer sessions offerings in effort to maximize summer revenue for departments.</li> <li>18. Work with appropriate offices on gathering data as it relates to room usage, class scheduling etc. This may be utilized for reports reviewed by school leadership.</li> </ol>	60%
ADMINISTRATION AND STUDENT/EVENT COORDINATION	<ol style="list-style-type: none"> <li>1. Manage front office area to ensure staff coverage and professionalism during daily office hours.</li> <li>2. Apply professional student services concepts in providing student services to the FSPH faculty and student population.</li> <li>3. Greet, assist, and refer visitors to appropriate offices triaging requests and inquiries.</li> <li>4. Answer, screen, and direct phone calls from the unit's main phone line.</li> <li>5. Manage the office's overall appearance. Responsible for the organization and cleanliness of the main office, kitchen, and other common spaces to convey professionalism and a welcoming environment.</li> <li>6. Maintain departmental office and instructional equipment such as copiers, fax machine, data projectors, laptops, and printers. Initiate repair and service requests as necessary.</li> <li>7. Hire, train, supervise, assign work to and evaluate student workers to ensure smooth operation of front office.</li> <li>8. Prepare, process and track catering orders, reimbursements, and purchases.</li> </ol>	40%

## Key Responsibilities and Essential Functions

Function	Responsibilities	% Time
	9. Ensure that adequate office and equipment (copiers, fax) supplies are in stock and available for use by staff. 10. Provide administrative assistance to the Undergraduate Student Services team, including preparing materials and supplies for recruitment, Commencement, and other events and programs. 11. Report problems to the trouble desk, and work with the Finance office to submit FSRs or TSRs as needed. Ensure proper maintenance of all department offices. 12. Manage undergraduate student listservs, including membership, quarterly purge of graduated student email addresses, and approve correspondence in a timely manner. 13. Assist with recruitment and admissions events as needed. 14. Help department SAOs and central office staff field questions from students, particularly as it relates to registration (holds, PTEs, etc.). 15. Collect and archive quarterly course materials, including syllabi, assignments, assessments, etc. in support of accreditation requirements.	

## Other Requirements - Applies to all Positions

<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>
<ul style="list-style-type: none"> <li>Complies with all policies and standards.</li> </ul>
<ul style="list-style-type: none"> <li>Complies with the University of California, Los Angeles (UCLA) Principles of Community.</li> </ul>
<ul style="list-style-type: none"> <li>This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the organization.</li> </ul>

## QUALIFICATIONS

### Educational Requirements

Education Level	Education Details	Required/ Preferred	And/Or
Bachelor's Degree	or equivalent combination of education and experience.	Required	

### Experience Requirements

Experience	Experience Details	Required/ Preferred	And/Or
1-3 years	Experience working in student services/affairs or university setting.	Required	

### Knowledge, Skills and Abilities

KSAs	Required/ Preferred
Knowledge of University policies and procedures.	Preferred
Computer proficiency in order to operate personal computer and skill in a Windows environment, using such programs as Microsoft Word, Excel, Outlook, OASIS, Google applications, and other graphic/database software programs.	Required
Ability to coordinate special events, including securing locations, planning menus, working with caterers and vendors.	Required
Ability to identify and resolve problems as well as use sound judgement and discretion in decision making.	Required
Excellent interpersonal skills to work effectively with students, faculty, staff and alumni.	Required
Ability to maintain confidentiality and to use discretion when responding to issues and inquiries.	Required

## Knowledge, Skills and Abilities

KSAs	Required/ Preferred
Excellent oral and written communications skills to present information clearly and effectively to individuals and groups.	Required
Ability to multitask and handle changing priorities and conflicting deadlines under general guidance and supervision.	Required
Ability to interact effectively with a diverse population including students, faculty, administrators, family members, and the general community, from a variety of cultural, educational, and socioeconomic backgrounds.	Required
Demonstrated knowledge of and sensitivity to the needs of university students from diverse background.	Required
Ability to find solutions to conflicting situations.	Required

## SPECIAL REQUIREMENTS AND/OR CONDITIONS OF EMPLOYMENT

### Reporting and Background Check Requirements

Background Check: Continued employment is contingent upon the completion of a satisfactory background investigation.

## LOCATION AND PHYSICAL, ENVIRONMENTAL, MENTAL (PEM) REQUIREMENTS

### Environment and Work Location Information

Environment Type:	Non-Clinical Setting
Location Setting:	Campus
Location:	CHS Building

### Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Physical Requirements	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Standing/Walking		X			
Sitting			X		X
Bending/Stooping		X			
Squatting/Kneeling	X				
Climbing	X				
Lifting/Carrying/Push/Pull 0-25 lbs		X			X
Lifting/Carrying/Push/Pull 26-50 lbs	X				
Lifting/Carrying/Push/Pull over 50 lbs	X				
Physical requirements other	X				

## Environmental Requirements

The environmental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Exposures	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Chemicals, dust, gases, or fumes	X				
Loud noise levels	X				
Marked changes in humidity or temperature	X				
Microwave/Radiation	X				
Operating motor vehicles and/or equipment	X				
Exposures other	X				

## Mental Requirements

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Exposures	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Sustained attention and concentration			X		X
Complex problem solving/reasoning		X			X
Ability to organize & prioritize			X		X
Communication skills			X		X
Numerical skills		X			X
Mental demands other	X				

## Blood/Fluid Exposure Risk

The exposure described here is what can be expected of an employee in performing the essential functions of this position.

X	Classification 3: Position in which exposure to blood, body fluids or tissues is not part of the position description. The normal routine task involves no exposure to blood, body fluids or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.
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