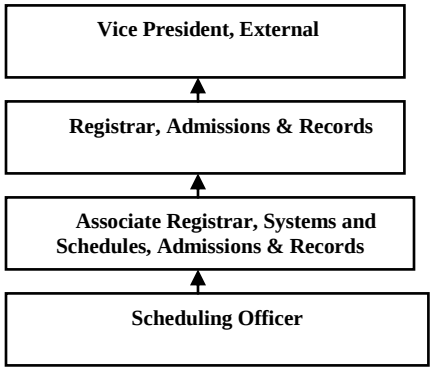
UNIVERSITY OF THE FRASER VALLEY

SUPPORT STAFF POSITION DESCRIPTION



Position Title	**Number**
Scheduling & Records Assistant	485.30
Department & Division	**Date Classified**
Admissions & Records; External	June 25, 2009
Title of Immediate Supervisor	
Scheduling Officer	
Positions Supervised	
None	
PURPOSE	
The Scheduling & Records Assistant is primarily responsible for making room bookings and managing the student record archives.	

DUTIES AND RESPONSIBILITIES

ROOM BOOKING
Books activities for all rooms at UFV.

CLASSROOM INVENTORY
Assists the Scheduling Officer in maintenance of the classroom inventory.

SCHEDULING SUPPORT
Assists the Scheduling Officer in the development of schedules.

RECORD MANAGEMENT
Manages the student record archives.

GENERAL
Performs general administrative duties to support the room booking and scheduling process.

EDUCATION & TRAINING

Completion of Applied Business Technology certificate or equivalent from a recognized institution.

Knowledge of

- UFV and the BC post-secondary education system
- Effective administrative procedures
- Computer systems and a willingness to learn computer systems and software packages

Skills:

- Minimum keyboard speed of 50 wpm
- Excellent interpersonal communication skills
- Good mathematical and problem-solving skills

Abilities:

- Able to work quickly and accurately, with attention to detail
- Able to deal effectively with diverse clients in a high-volume environment
- Able to manage multiple demands and work independently with minimal supervision as well as part of a team

EXPERIENCE

Two years related experience, preferably in a post-secondary scheduling or records environment.

APPROVED: _____ _____

Dean or VP Date

Approval of Rating Team: _____ _____

FSA Mgmt.