

RANGE N02

**JTC NO. CPS
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Room Use Specialist

DATE PREPARED: Summer 2013

DATE REVISED: Fall 2014; Spring 2015; Fall 2016

GENERAL SUMMARY: Provides assistance to the primary contact person for room space utilization at the college for academic purposes, the campus community at large and the general public.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs room use/reservations and scheduling for the colleges academic use.
- Uses the 25E on-line course and event scheduling system to place classes not assigned by 25E.
- Serves as a problem solver for the 25E browse-only users.
- Coordinates room scheduling and room conflicts with continuing education and academic divisions. Works closely with division administrative assistants in perfecting class schedules as it relates to room assignments.
- Monitors system for accuracy and verifies room assignments.
- Acts as liaison between campus and District Service Center for semester runs of 25E.
- Maintains an accurate database file, i.e., maintains room characteristics as required by governing entities, department key and campus partitions files ensuring changes and additions are up to date.
- Maintains a daily schedule of events and calendar of specific events to ensure current status of space availability.
- Works closely with facilities services to ensure proper application of facility use policies; and reports needed repairs.
- Creates or assists in monitoring scheduling procedures, administrative practices, and state regulations. Ensures that scheduling policies are enforced.
- Serves as a representative to the community seeking to use campus facilities; assess needs of the community, determines availability, confirms details, generates invoices and collects fees.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies by location to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associate's degree or higher plus one year of highly responsible administrative office experience and/or experience coordinating space utilization for a building location **or** high school graduate plus three years of highly responsible administrative office experience and/or experience coordinating space utilization for a building location.
- Knowledge of personal computer software/hardware and interface with mainframe applications.
- Oral and written communication skills to interact with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcript will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***