

Title: Lead Student Scheduler

Term of Employment: Academic Term (Aug-Dec/Feb-May)

Position Abstract:

Percentage of Responsibilities	Position Responsibilities/ Tasks
	<p>Scheduling</p> <ul style="list-style-type: none"> • Act as a scheduler, performing all duties assigned to Student Schedulers, while handling the more complex meetings and events for student groups and university offices • Offer extra-ordinary customer service via telephone, in-person, and through email. • Supervise and prepare daily reports for environment usage for distribution to the CSU Operations Staff, Parking, Security, Building Services, and other CSU Tenants
	<p>Leadership</p> <ul style="list-style-type: none"> • Demonstrate leadership by modeling efficient and effective work habits • Assist in basic training and development of student employees • Educate student employees on EMS, the scheduling system • Work with Grad Assistant to oversee collection, processing, and distribution of scheduling forms and paperwork • Update weekly environmental service report information by contacting clients and gathering input from Operations and Catering Staff.
	<p>Learning Outcomes</p>
<p>Leadership and Professionalism</p>	<ul style="list-style-type: none"> • Student will gain experience leading a team of peers, managing personnel, and working within a professional office. • The Student will learn the punctuality, organization, and expectations of an individual working in a professional business setting
<p>Computer Competency</p>	<ul style="list-style-type: none"> • The Student will gain extensive experience working with the Microsoft Office Suite, and EMS (Scheduling System).
<p>Critical Thinking</p>	<ul style="list-style-type: none"> • Students will be able to quickly and effectively identify problems, identify and utilize correct knowledge sources, ask critical and analytical questions, and arrive at conclusions to matters of varying urgency.
<p>Organization and Multitasking</p>	<ul style="list-style-type: none"> • Due to the varying duties of the Lead, the Student will gain experience in multitasking different projects, maintain organization throughout scheduling process, and distribute documentation quickly and efficiently.