

Title: Student Scheduler

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

Position Abstract:

Percentage of Responsibilities	Position Responsibilities/ Tasks
60%	Scheduling <ul style="list-style-type: none">• Assist with scheduling meetings and events for student groups and university departments• Prioritize requests for space usage• Send reservation confirmation to clients
30%	Customer Service <ul style="list-style-type: none">• Offer extra-ordinary customer service via telephone, in-person, and through email.
10%	Reporting <ul style="list-style-type: none">• Prepare daily reports for environmental usage in the CSU to distribute to CSU Operations Staff, Parking, Security, Building Services, and CSU Tenants.
Learning Outcomes	
Computer Competency	<ul style="list-style-type: none">• The Student will gain extensive experience working with the Microsoft Office Suite, and EMS (Scheduling System).
Critical Thinking	<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.
Organization and Multitasking	<ul style="list-style-type: none">• The Student will gain experience in multitasking different clients, maintain organization throughout scheduling process, and distribute documentation quickly and efficiently.