NOTICE OF POSITION OPENING  (8/16/06)

Job Title:    Campus Scheduling Coordinator and OneCard Program Coordinator
Department:  Campus Services
Date Open:   Immediately

Purpose of this Position:
The Campus Scheduling Coordinator and OneCard Program Coordinator’s function is to coordinate the daily event location needs for faculty, staff, and student groups and to maintain the corresponding database. Additional duties include the development and coordination of the tasks required to keep the OneCard Program functional to meet the needs of the campus population. Responds to challenges related to the CS Gold software and devices. Acts as the “back up” for the Fleet Vehicle Services Manager and reservation process. The Campus Scheduling Coordinator and OneCard Program Coordinator reports to the Director of Campus Services.

Responsibilities:

**Campus Scheduling Coordinator:**

- **EMS (scheduling software) Administration.** Set up EMS users at varying security levels; maintain password files; train personnel on how to use EMS and generate the types of look-ups and reports required; assist users with questions; handle system errors, communicating with ITS or Dean of the College & Associate Deans for assistance; set up the Carleton calendar on the database each year to reflect important events and holidays.

- **Functional Administrator of the EMS Database (scheduling software).** Configures all layers of the database; authorize, set up and maintain all EMS accounts; train and support 35-40 EMS primary users; troubleshoot system issues and errors with users, ITS, and software vendor EMS.

- **Functional Administrator of the Virtual EMS web request system.** Manage daily operation of the room request website; responsible for 500+ web account users; finalize account registration; review, discuss, approve/deny events submitted via the website; write all website help text; be first point of contact for system issues and errors.

- **Project Manager for EMS software upgrades.** Coordinate upgrade timeline with ITS; research and configure features of new software (webinars and written materials); write user specified instruction manual (Software and Website versions); create and facilitate user specified training sessions.

- **Coordinate daily usage of 75 campus facilities for events.** Arrange event locations for faculty, staff, student and community groups; discuss event information with group including set up needs/timing, accessibility, capacity, technology needs and facility policies; confer with: Registrar’s Office re: classrooms; Security re: locking/unlocking of buildings, disengaging alarms when needed, building hours during breaks; Facilities & Project Managers re: construction & maintenance projects; Custodial Services re: carpet, furniture, floor cleaning, event set up/take down times; Food Service Catering: type of room needed.

- **Administrative Coordination & Office Responsibilities.** Coordinate event changes or cancellations and, if necessary, Facilities Set Up Request changes/cancellations; maintain a listing of facilities and their capacities. Update as needed to reflect additions and/or changes; place holds on areas for the year’s upcoming major events (classes, Trustee visits, Reunion, Accepted Students Weekends, Family Weekends, holiday parties, etc.); maintain quick-reference events calendar that gives an overview of
Carleton & St. Olaf calendars for use in planning; provide regular communication with various departments to coordinate scheduling and facilities use; coordinate with Security to assure the locking/unlocking of buildings, disengaging alarms when needed; open hours of buildings during breaks; work with Facilities & Project Managers regarding construction & maintenance projects; hire, schedule, and train event monitors; arrange for training in sound equipment with Technical Coordinator of Events; provide primary office coverage; schedule coverage during absence from work; provide general receptionist duties; respond to internal and external community inquires, route calls; order and maintain office supplies and equipment. Maintain equipment inventory.

- **Generate weekly Facilities Reports.** Create master report of all events taking place on campus within a 10 day time frame used by Security, Custodial, Shop, Classroom Technologies, Technical Coordinator for Events, and Summer Academic Programs; coordinate weekly meeting and follow up with custodial and catering supervisors to review and coordinate upcoming week’s events.
- **Provide back up to Fleet Vehicle Services function.** Maintain working knowledge of current manual reservation process; develop future method to incorporate function into Virtual EMS web request system.

**OneCard Program Coordinator:**

- **Student Employees supporting OneCard and Scheduling.** Hire, train, evaluate, and dismiss Student Employees; develop new student employee position supporting OneCard Program.
- **Manage and maintain reader devices that support OneCard program.** Document and publish administrator and user manuals, quick reference guides and web pages; reorder or return for repair non-functioning equipment; develop back up and contingency plans for device failures; coordinate and perform regular maintenance on devices including hardware verification, security checks and cleaning; schedule installations with vendors or perform them when possible; handle both routine and emergency repairs; develop recommendations for the OneCard annual and capital budgets.
- **Perform import and export of data between GS Gold database and SQL, Crystal Reports, and Excel.** Quarterly for meal plans and Dining operational issues; other reports as identified by supervisor

**Minimum Qualifications:**

**Required:**

- B.A. in Business, Computers or related field or the equivalent of 1-3 years of hands-on experience with Windows-based business and computer applications
- Experience with client server/PC workstation applications.
- Excellent computer skills to include word processing and relational databases.
- Excellent organizational, time management, oral and written communication skills.
- Technical aptitude in working with IP and serial devices.
- Ability to work effectively in both a team environment, as well as independently.
- Ability to prioritize, work under pressure and produce quality results.
- Interest in mentoring and supervising student employees.

**Preferred:**

- Working knowledge of Carleton College’s campus.

*If interested, please send a letter of interest (including where you learned about this position), résumé, and three references complete with address, email, and phone numbers to Carleton College, Human Resources, One North College Street, Northfield, MN 55057. Visit our web site at [www.carleton.edu](http://www.carleton.edu). Carleton College is an equal opportunity employer committed to excellence through diversity.*