

Staff Opening



Re-Posting	2018.136
Position	Manager, Academic Scheduling
Department	Office of the Registrar
Status	Staff, 100% full-time, Permanent
Start Date	As soon as possible after closing date
Salary Scale	\$4,853.60 - \$5,705.58 per month (Staff pay group 10)
Closing Date	July 6, 2018

The University of the Fraser Valley (UFV) is nationally recognized for its emphasis on teaching excellence, experiential and applied education, community engagement, and Indigenization. UFV is the school of choice for over 15,000 students. With six campuses and centres, UFV offers undergraduate and graduate programs in the arts, sciences, and professional studies, as well as trades and technology education, university preparation, and continuing education.

At UFV, we are dedicated to changing lives and building community. Our educational goals are to prioritize learning everywhere; be flexible and responsive; collaborate across boundaries; develop local and global citizenship; and integrate experiential learning. A British Columbia "Top Employer", we are committed to providing a welcoming, inclusive and dynamic learning and working environment that is fair and respectful of everyone. Our culturally diverse employee and student populations reflect the local, national, international and Indigenous communities we serve. If you see yourself as a lifelong member of a community that values and nurtures innovation and creativity, cultivates leadership and citizenship, and where success builds on success, you belong at UFV.

Position Description

Reporting to the Associate Registrar, Systems and Schedules, the Academic Scheduling Manager oversees the preparation of the semester based timetable, creation of the final exam schedule and controls the ad hoc room booking process. The Manager is directly responsible for the leadership and day-to-day management of the scheduling unit. The Manager's key responsibilities include:

- Accountable for the preparation, creation and publication of the academic timetable and exam schedule for each semester based on established principles and practices. Ensures operational support is in place to publish student timetables and exam schedules
- Collaborates with colleagues in the Office of the Registrar and other key stakeholders to define and implement University wide timetabling principles and standard procedures
- Provides advice and training to the campus community on the use of the relevant University's computer systems, as they pertain to scheduling and timetabling
- Establishes timelines and coordinates with academic and administrative units on the collection and entry of the data needed to produce the semester timetable and final exam schedule
- Undertakes systematic and ad hoc quality checks of data entered into timetabling system to ensure accuracy, timeliness, and compliance with relevant policy and practice. Takes action where necessary to ensure the integrity of central timetabling data
- Analyses space utilization data and makes recommendations on changes to University practices and policies ensuring space resources are used effectively
- Develops detailed understanding of University space management and timetabling policies and advises on how they impact the University and, where necessary, provides constructive solutions to continuously improve compliance with policy and promote a positive impact on the student learning experience
- Oversees the work of the scheduling assistant, assisting them in managing their support of the timetabling function
- Liaises with the relevant University departments to ensure all instructional space is in good repair and meets the minimum classroom requirements

Qualifications

- Bachelor's degree from a recognized university in a relevant field (operations management, quantitative science, business administration, or computer science)
- Minimum five (5) years' experience in a similar role in a registrar's office in a university setting or similar scheduling environment
- Excellent technology skills including advanced knowledge of timetabling software (e.g. Infosilem, Ad Astra, CollegeNet or similar), spreadsheet and presentation software packages
- Demonstrated experience in timetabling processes and the effective use of systems thinking in solving scheduling problems
- A high level of personal effectiveness in the workplace, including the ability to work efficiently under pressure, to respond appropriately to challenging situations, and to achieve objectives within deadlines
- Excellent communication skills with the ability to communicate effectively at all levels, verbally and in writing
- Ability to prioritize, organize and deliver a complex workload under pressure adhering to strict deadlines
- An understanding of the principles of data management, process and strategic planning
- Demonstrated problem solving and analytical skills
- Ability to write high quality, concise reports making use of numerical and statistical data

- Ability to manage competing demands, different work streams and to plan and prioritize effectively
- Ability to work think logically and work methodically to make and defend decisions
- Ability to assemble, evaluate and analyze information to inform sound judgements
- Ability to work effectively and collaboratively with academic and administrative colleagues
- An ability to supervise and delegate tasks to others when it is seen fit
- Ability to work effectively as a member of a team and supervise the work of others
- Knowledge of UFV and BC post-secondary education system

How to Apply

Direct resume including evidence of appropriate qualifications by **July 6, 2018**, referring to **Re-Posting #2018.136** to:

Human Resources

University of the Fraser Valley

33844 King Road, Abbotsford, BC, Canada V2S 7M8

Tel: (604) 854-4554 Fax: (604) 854-1538 Website: www.ufv.ca

Email resumes to: hrinfo@ufv.ca

Shortlisted applicants may be required to undergo a criminal record check. Shortlisted applicants will be required to provide copies of their most recent evaluation summary.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment.

UFV is committed to the principle of equity in employment.