

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, ACADEMIC SCHEDULING AND ATHLETICS COMPLIANCE**

**Reports To:** University Registrar

**UW Job Code:** 7316

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 3-4-20

### **JOB PURPOSE:**

Assist the University Registrar in planning, organizing, directing, and coordinating the various facets of the operations of the Office of the Registrar. Provide leadership in all NCAA functions during critical times of athletic eligibility for all athletic programs at the University of Wyoming. Provide oversight and supervision to the Senior Academic Scheduling Coordinator. Assist with the maintenance, development, and training of the degree audit system.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide plan development, management and oversight on new initiatives, goals, and objectives for class scheduling. Implement and organize methods and procedures to enhance processes. Plan the development, implementation and execution of programs, special assignments, and other initiatives designed to achieve the overall mission, goals, and objectives of the Office of the Registrar.
- Complete all NCAA functions as it relates to the various athletic programs in a timely manner that will require communicating with various departments of the campus community.
- Develop course scheduling timeline and distribute to the course schedulers in the schools and college.
- Meet with campus departments as necessary to evaluate and develop new processes when needed and serve as a resource.
- Provide supervision, direction, and professional development to the Senior Academic Scheduling Coordinator.
- Maintain accurate records to assure that complete official academic records are on file.
- Develop course scheduling timeline and distribute to the course schedulers in the schools and college.
- Assist in writing and distributing communications to inform students, faculty, and staff of procedures, deadlines, and other necessary information to support registration, schedule of course offerings, utilization of classroom space, and final exam schedule.

- Oversee the classroom scheduling process, ensuring that all classes have a classroom assignment as appropriate.
- Monitor and enforce compliance with university policy pertaining to courses, space use, registration, and the final exam schedule.

**SUPPLEMENTAL FUNCTIONS:**

- Attend and participate in training and other professional development activity.
- May travel to discuss questions with prospective transfer students.
- May assist with graduation ceremonies and/or special events.
- Other duties as assigned.

**COMPETENCIES:**

- Attention to Detail
- Work Prioritization & Management
- Conflict Management
- Technical/Professional Knowledge
- Service Orientation
- Strategic Planning

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3-5 years in higher education setting with intermediate to advanced knowledge in NCAA Division I athletic eligibility requirements.**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Post-Secondary class content.
- Scheduling systems in use, including R25/25Live and the Banner Student Services system.
- Academic standards governing student probation, suspension, and/or expulsion.
- Student recruitment and retention issues.
- Organizational structure, workflow, and operating procedures.
- Admissions standards.
- Transfer credit processes, procedures, and requirements.
- Academic advising processes, policies, and techniques.
- Available University resources and programs.
- Processes and regulations in dealing with undeclared, probationary, conditionally admitted, suspended, or reinstated students.
- University curriculum and academic policies and procedures related to academic processes.
- Applicable legislation, standards, policies and procedures within specialty areas.
- Applicable computer formats, systems, and software in use in area of specialty.
- Research methods, processes and procedures.

- Degree checks and transcript evaluations.
- NCAA Division I athletic eligibility requirements.
- Academic scheduling.

Skills and Abilities to:

- Manage and maintain records and databases.
- Ability to interview and advise students.
- Evaluate and analyze program-related information.
- Supervise and train staff, including organizing, prioritizing and scheduling work assignments.
- Develop, plan, and implement short- and long-range goals.
- Keyboard information into information systems.
- Make appropriate recommendations based on logical and justifiable reasoning.
- Perform degree checks and transcript evaluations.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Evaluate student transcripts and/or records.
- Analyze program requirements, university requirements, and/or curriculum/graduation requirements.
- Use personal computers and related software applications.
- Oversee, review, and evaluate student admissions screening processes.
- Maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Effectively counsel students with academic difficulties.
- Communicate effectively, both orally and in writing.
- Multi-task.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.