



Job Description

Job Title: Room Use Specialist

JTC: CPS

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides assistance to the primary contact person for room space utilization at the college for academic purposes, the campus community at large and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personal computer software/hardware and interface with mainframe applications. Ability to establish and maintain record-keeping system and files.

Able to coordinate and plan events.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Able to maintain and use database filing.

Oral and written communication skills to interact with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs room use/reservations and scheduling for the colleges academic use. Maintains an accurate database file, i.e., maintains room characteristics as required by governing entities, department key and campus partitions files ensuring changes and additions are up to date. Maintains a daily schedule of events and calendar of specific events to ensure current status of space availability.



Uses the 25E on-line course and event scheduling system to place classes not assigned by 25E. Serves as a problem solver for the 25E browse-only users. Serves as a representative to the community seeking to use campus facilities; assess needs of the community, determines availability, confirms details, generates invoices and collects fees.

Coordinates room scheduling and room conflicts with continuing education and academic divisions. Works closely with division administrative assistants in perfecting class schedules as it relates to room assignments. Acts as liaison between campus and District Service Center for semester runs of 25E. Works closely with facilities services to ensure proper application of facility use policies; and reports needed repairs.

Creates or assists in monitoring scheduling procedures, administrative practices, and state regulations. Ensures that scheduling policies are enforced. Monitors system for accuracy and verifies room assignments

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.