FISK UNIVERSITY

Job Description Form

Position Title: Space Management Coordinator

Department: Facilities & Grounds

Reports To: Director of Facilities & Grounds

FLSA Designation: Exempt

Bargaining Unit Position: None

Date Written/Revised: January 2015

POSITION SUMMARY
The Space Management Coordinator will provide event scheduling for the University and general public by viewing and authorizing event requests, monitoring and tracking reservations and logistical information, providing logistical information to academic and administrative schedulers such as space, event description, and technical requirements, and determining when an event request requires further review.

ESSENTIAL FUNCTIONS
List job responsibilities/functions here:

1. Schedules both internal and external events – reserves rooms/space, arranges facilities and catering.

2. Coordinates event-related support services on the Fisk campus, to include, event setup and tear down, audio visual services, Thompson catering and Thompson facilities management.

3. Contributes to the efficient use of University space, including classrooms, meeting rooms, and other conference spaces, by maintaining the flow of scheduling information.
4. Helps to improve the classroom scheduling process by monitoring scheduling processes and operations, troubleshooting database problems and errors, and working with ITS to maintain the scheduling and events management system.

5. Facilitates and coordinates changes to scheduled rooms by re-assigning rooms in the event of an emergency, assisting law enforcement authorities in locating classrooms or events, coordinating with Facilities Management concerning maintenance, building opening and closing, and reassignment of department courses, and providing alternate schedule options for classes and events.

6. Provides information to decision makers by running queries, room matrixes, time conflict reports, confirmation reports, room usage reports, and building utilization reports and developing comparative data modules.

7. Prioritizes and responds to routine inquiries (via phone, e-mail, conventional mail).

SECONDARY FUNCTIONS
Other duties as may be assigned.

ORGANIZATIONAL RESPONSIBILITY
No direct reports. May supervisor work study student employees.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES
Highly proficient in Word, Excel, Outlook, PowerPoint, and relational databases. Possess good oral and written communication skills. Thorough knowledge of correct English grammar, spelling, and punctuation. Accuracy and attention to detail. Ability to learn, interpret, and apply a wide variety of policies and procedures. Ability to organize and plan work and projects including handling multiple priorities. Ability to make independent decisions and exercise sound judgment. Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
QUALIFICATIONS

Education: A bachelor’s degree and/or equivalent training and administrative work experience.

Experience: Three years of related work experience that provides a working knowledge of database applications, running queries, creating database tables, and working with word processing and spreadsheet applications. Experience with an Events Management System. Experience in maintaining facilities scheduling.

Licenses or Certificates: None required.

Additional Requirement: A background check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.