Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: University Scheduler  
Staff Bargaining Unit

Position Status: Permanent, Full-Time (35 hrs/week)  
OSSTF

Department: Office of the Registrar

Supervision Received: University Registrar

Location: Brampton or Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A. University Scheduling 90%

B. Other Duties 10%

TOTAL 100%

Reporting to the University Registrar, the University Scheduler plays a significant role in the efficient functioning of the university, by creating, maintaining, and managing the scheduling of all courses (lectures, labs, tutorials, etc.), instructional space (classrooms, seminar rooms, etc.), instructors, and examinations. The incumbent will work closely with academic administration, faculty members, and staff to ensure the timely and accurate scheduling of classes, students, instructors, examinations, and related activities. This position requires excellent organizational, communication, and data management skills, as well as a strong understanding of academic processes and schedule requirements/tools.

RESPONSIBILITIES:

A. University Scheduling (90%)

● Create and maintain the university’s schedule of lectures, labs, tutorials, and other
academic activities for each term, ensuring that pedagogical requirements for instructional activities are met, while adhering to the University’s policies and procedures.

- Create and maintain teaching schedules for instructional staff (faculty members, sessional instructors, etc.)
- Create and maintain the university’s schedule of final examinations.
- Allocate appropriate rooms, labs, and instructional resources based on the requirements of each course and the availability of facilities.
- Coordinate activities with teaching departments to assign qualified instructors to specific classes, and ensure instructor schedules align with availability, workload requirements, etc.
- Collaborate with academic departments to coordinate course timetables, ensuring minimal conflicts for students and instructors, and maximizing student access to desired courses.
- Monitor and manage the utilization of classrooms and specialized facilities, optimizing space allocation to accommodate varying class sizes and technological needs.
- Optimize the use of available time slots, taking into consideration course sequencing, room availability, and student scheduling conflicts.
- Manage schedule changes, additions, and cancellations promptly and efficiently, notifying relevant members of the university, and ensuring appropriate adjustments to schedules are made.
- Identify and resolve scheduling conflicts, including overlapping courses, instructor availability constraints, and room availability issues.
- Ensure schedules align with the university’s academic calendar, including examination periods, holidays, and other institutional events.
- Utilize scheduling software, e.g., Infosilem Academic, and other database tools to manage and maintain accurate and up-to-date records of course offerings, sizing, room allocations/inventory, and instructor assignments.
- Maintain currency with respect to university policies, academic regulations, and accreditation requirements related to scheduling, ensuring compliance, and proposing improvements when necessary.
- Stay informed of scheduling best practices, emerging technologies, and scheduling sector trends.
- Evaluate, propose, and implement process enhancements to improve the scheduling process and streamline operations.
- Reduce the university’s need for additional space through effective scheduling practices, and alert administration proactively when there is a need for more instructional space.
- Collect and analyze data related to scheduling patterns, room utilization, instructor workload, and other relevant metrics, and generate reports as required.
- Act as point of contact for faculty members, administration, and staff regarding schedule-related inquiries and concerns.

B. Other Duties (10%)
• Other duties, as assigned, which will align with the growth and development of the department.

**WORKING CONDITIONS:**

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<thead>
<tr>
<th>Physical Effort</th>
<th>Minimal</th>
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<tr>
<td>Sustained periods of sitting and keyboarding</td>
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<tr>
<th>Physical Environment</th>
<th>Minimal</th>
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<tr>
<td>Minimal exposure to unpleasant/disagreeable conditions</td>
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<tr>
<th>Sensory Attention</th>
<th>Considerable</th>
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<tr>
<td>Frequent need for detailed/precise work to be completed while accommodating regular interruptions</td>
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<th>Mental Stress</th>
<th>Considerable</th>
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<td>Work activities are performed in an environment with frequent exposure to mental pressure conditions</td>
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**MINIMUM QUALIFICATIONS**

• Undergraduate degree in any field, and a minimum of three (3) years of experience in a university scheduling environment, or an equivalent combination of education and experience, is required.
• Knowledge and proficiency in using scheduling software and other database systems to create and manage schedules. Experience with Infosilem is considered an asset.
• Knowledge of academic processes, policies, and scheduling principles within a post-secondary education setting.
• Excellent organizational skills, and thorough attention to detail.
• Excellent communication and interpersonal skills.
• Strong problem-solving and decision-making skills.
• Strong analytical skills to effectively organize and interpret data.
• Ability to prioritize and balance competing priorities, work independently, and coordinate work with others in a fast-paced environment.
• Understanding of, and ability to uphold, confidentiality.
• Excellent use of technology for collaboration.
• Willingness and ability to travel between campuses.

**Salary Scale:** $58,996 to $73,745 annually
Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on September 28, 2023.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.