



April 16, 2008

POSITION ANNOUNCEMENT

- Position:** **Academic Scheduler/Researcher**
Full-time, Exempt, VSC Grade 11
VSC-UP PAT Bargaining Unit
- Location:** Randolph Center campus
- Compensation:** Within the VSC-UP Grade 11 salary range plus VSC-UP benefits package.
- Responsibilities:** Develop and manage the academic scheduling process for all credit bearing classes and degree programs at multiple sites. Manage the continuous improvement process for scheduling. Research and analyze databases to determine trends.
- Develop and manage the scheduling process for all credit bearing classes and degree programs at all Vermont Technical College sites to include but not limited to: prepare a schedule of classes for each term that is workable and meets the needs of the College; prepare like-term course, pre-registration forms, block schedules and course planning sheets for academic departments; and schedule rooms and faculty for classes.
 - Plan, coordinate and carry out the VTC Policy 309 Curriculum Planning and Scheduling Sequence including creating the schedule to include a large number of sites/locations, highly prescribed, lab intensive, sequenced programs, and the hiring of a large number of adjunct faculty.
 - Interact regularly with faculty and department chairs to clarify schedules, solve problems, maintain schedule adjustments and curriculum changes.
 - Manage the continuous improvement process for scheduling; analyze the process in collaboration with internal and external groups and make recommendations to academic dean and Cabinet for change and /or improvement; analyze the impact of changes.
 - Research and analyze available databases to determine trends, produce surveys, and prepare reports as requested by the Academic Dean.

Qualifications:

Bachelor's degree in computers, business, education, or other appropriate discipline plus two –four years of relevant administrative/technical experience in a postsecondary setting, or a combination of education and experience from which comparable knowledge and skills have been acquired.

- Strong reading, writing and math skills.
- Excellent research and analytical skills.
- Excellent interpersonal and assertiveness skills needed to work effectively with faculty, staff, students, parents, alumni and outside organizations.
- Strong computer skills to work with centralized computer systems.
- Broad base of general technical knowledge/skills relating to organizing and maintaining complex computer filing and records systems desirable.

Starting Date:

May 2008

Application

Applications will be reviewed until the position is filled.

Deadline:**To Apply:**

Submit a Vermont Tech employment application, with resume and cover letter to: Office of Human Resources, Vermont Technical College, PO Box 500, Randolph Center, VT. (Employment application is available on the VTC website: www.vtc.edu , "About Vermont Tech" tab, "Employment Opportunities".

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Technical College is an EQUAL OPPORTUNITY EMPLOYER.