OTERO
HSI HISPANIC SERVING INSTITUTION

COURSE SCHEDULER
PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:
The Course Scheduler is a key member of the Academic and Student Affairs Offices at Otero College and plays a pivotal role in managing and coordinating course scheduling activities and publishing the institutional catalog. The position requires strong analytical skills, attention to detail, ability to manage multiple priorities, and excellent interpersonal skills to work effectively with faculty, staff, and students.

- Coordinate the scheduling of all academic classes in consultation with academic departments, ensuring optimal utilization of facilities, faculty time, and meeting student needs.
- Maintain the course scheduling system in Banner and ensure accurate input of course details including times, dates, locations, faculty assignments, and other relevant information.
- Work with department chairs to resolve scheduling conflicts and optimize course offerings.
- Generate reports and analyze data related to course enrollments, classroom usage, and scheduling conflicts.
- Collaborate with the office of Academic Affairs to manage classroom allocation and capacity based on course enrollment data.
- Coordinate and prepare the publication of the college catalog in accordance with the Catalog Production Timeline
- Coordinate and schedule the activities to ensure deadlines are met
- Collaborate with leadership, faculty, and staff in the collection, development, and management of institutional information and academic program data for the college catalog
- Edit and proofread course descriptions and offerings for publication
- Train staff/student employees in the catalog and scheduling process
- Assist with registration processes and communicate with students and faculty regarding course schedule changes.
- Maintain confidentiality and security of course schedules and related records in compliance with FERPA regulations.
- Attend department and college meetings as required.
- Other assignments as needed

MINIMUM QUALIFICATIONS:
- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for- year for the degree.
- 2 years of administrative experience

PREFERRED QUALIFICATIONS:
- Experience working in Banner and/or EAB Navigate
- Customer service background/experience

- Ability to understand and follow a variety of rules and regulations
- Strong computer skills
- Strong organizational skills
- Ability to multi-task and follow through
- Ability to work cooperatively and effectively with diverse student populations
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

PART-TIME POSITION: Up to 28 hours per week
START DATE: ASAP
COMPENSATION: $18.00-$20.00 Hour

APPLICATION INSTRUCTIONS:
For consideration, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.

Copy of unofficial transcripts Please submit the application file to:
Kelsey Barbee
Director of Human Resources
Otero College
via email at kelsey.barbee@otero.edu
719 384-6834

Application Deadline: Open Until Filled – priority will be given to applications received by July 30, 2025

Applicants must submit to and pass a background check before an offer of employment can be extended.

Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.

**Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. **