

JOB DESCRIPTION

JOB TITLE:	Timetabling and MIS Assistant
DEPARTMENT:	MI-Support
RESPONSIBLE TO:	MIS Manager
HOURS:	22 per week
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To record and provide accurate up-to-date timetables for academic & associated activities

Main Tasks and responsibilities:

- 1 Main Tasks
 - a. Timetabling Assistance
 - b. MIS Functions
- 2 General Responsibilities

1. Timetabling Assistance

- a. Work as directed, contributing positively and effectively to efficient running of the timetabling department.
- b. Use Collee Management Information Systems to obtain and transfer data for us in producing timetables
- c. Use College software to input information supplied by Curriculum Managers to produce timetables for individual programmes of study.
- d. Make ad hoc accommodation bookings for internal and external customers
- e. To support college events programme including showcase evenings
- f. Receive enquiries and messages and deal with all internal and external communications effectively and efficiently in a confidential manner
- g. To ensure the data held in the timetable system is accurate, robust and complete, and available to stakeholders, as required

2. MIS Functions

- a. To implement effective administrative systems and processes. Using internal and external systems to process data.
- b. To produce accurate documentation to meet funding agency 'evidence' requirements.
- c. To ensure accurate and timely data inputting of ILR information onto the College or similar systems, which includes qualification data.
- d. To keep an up-to-date knowledge of funding issues and ILR requirements in relation to all funding streams.
- e. To cover any administrative duties within the department as required.

3. General responsibilities

- a. To contribute to the attainment of the College's strategic objectives, as appropriate
- b. To comply with all College policies, procedures, practices and rules as may be made from time to time.
- c. To take an active part in staff development and progress reviews.
- d. To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.