

**JOB DESCRIPTION**  
**Vacancy Ref: N2449**

<b>Job Title:</b>	Timetabling and Room Booking Assistant	<b>Present Grade:</b> 4
<b>Department/College:</b>	Timetabling, Student Registry	
<b>Directly responsible to:</b>	University Timetabling Manager	
<b>Supervisory responsibility for:</b>	N/A	
<b>Other contacts</b>		
<b>Internal:</b>		
Academic Departments, all Student Registry Sections and other offices in the Academic Division, CIS, LUSU, Library, Careers Service, Colleges, Students, Conference Office, Estates		
<b>Job Purpose:</b>		
To assist the Timetabling Team in timetable production and be the initial point of contact for non-teaching room bookings. A strong focus on customer service and to work collaboratively with all stakeholders.		
<b>Major Duties:</b>		
Under the direction of the Timetabling Manager, and working as part of a small team:		
1. Provide a customer-focussed service delivering the University room booking function.		
Duties include:		
Reviewing and authorising web bookings		
Dealing with ad hoc room booking requests		
Booking external events at the request of the Ceremonies and Events Office		
2. Assist in the production of the teaching timetable to the specified deadline.		
Duties include:		
Collection and administration of timetable requests		
Inputting of data into the timetabling system		
Allocation of students to events, avoiding clashes		
3. Responding to queries received into the timetabling and room booking inboxes from staff and students in a timely and professional manner.		
4. Providing support to the wider Timetabling Team, under the direction of the Timetabling Manager		