JOB DESCRIPTION
Vacancy Ref: N2449

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Timetabling and Room Booking Assistant</th>
<th>Present Grade:</th>
<th>4</th>
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<tbody>
<tr>
<td>Department/College</td>
<td>Timetabling, Student Registry</td>
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<td>Directly responsible to:</td>
<td>University Timetabling Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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**Other contacts**

**Internal:**

Academic Departments, all Student Registry Sections and other offices in the Academic Division, CIS, LUSU, Library, Careers Service, Colleges, Students, Conference Office, Estates

**Job Purpose:**

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.

**Major Duties:**

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**