**Job Title:** Timetabling and Room Booking Assistant  
**Present Grade:** 4S

<table>
<thead>
<tr>
<th>Department/College</th>
<th>Timetabling, Student Registry</th>
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<tbody>
<tr>
<td><strong>Directly responsible to:</strong></td>
<td>University Timetabling Manager</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong></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 be the initial point of contact for non-teaching room bookings with a very strong focus on customer service and to work collaboratively with all stakeholders. Support the Timetabling Team with tasks related to the production and maintenance of the academic timetable.

**Major Duties:**

Under the direction of the Timetabling Manager, and working as part of a small team:

Provide a customer-focused service delivering the University room booking function. Duties include:

1. Providing a first point of contact for all room booking queries to a wide range of stakeholders
2. Reviewing and authorising web bookings
3. Respond to ad hoc room booking requests
4. 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.