

## Scheduler

Ursuline Academy of Cincinnati seeks a highly organized and detail-oriented individual to join our team as Scheduler. Reporting to the Principal, the primary focus of this position will be to ensure efficient scheduling of students and teachers in our unique, student-centered Merici modular schedule.

### **The ideal candidate will be:**

- **A mission-driven individual** who is passionate about the value and impact of an all-girls Catholic education in the Ursuline tradition
- **A systems thinker** who can see the interconnected parts of our school community
- **An active listener** who can listen with the goal of understanding
- **A confident problem solver** who can work through challenges while exercising flexibility, patience, and sound judgement in a fast-paced environment

### **Ursuline Academy's Scheduler will:**

- Manage the school's scheduling process
- Coordinate with faculty, staff, and administration to ensure scheduling needs are met and conflicts are resolved
- Communicate regularly with counselors, teachers, and other stakeholders to gather scheduling requests and updates
- Work closely with the Director of Data Management to utilize the scheduling software and communicate changes to student schedules
- Utilize scheduling software, Excel, and other tools to create and maintain accurate schedules, while considering student and teacher needs, room availability, equipment needs, and other logistics
- Collaborate with the administrative team to prioritize and plan course offerings, ensuring that they align with the school's mission and academic goals
- Assist in developing long-term scheduling strategies to optimize use of resources and facilities
- Stay informed about school policies, academic requirements, and extracurricular activities to effectively coordinate scheduling efforts
- Provide support during peak times, such as registration periods, progress report distribution, and the start of new semesters

- Uphold the values and principles of Catholic education, fostering a positive and respectful environment for all members of the school community

## **Qualifications**

- Bachelor's degree in education, business administration, or related field
- Previous experience in scheduling, event planning, or administrative support, preferably in an educational setting
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent communications and interpersonal skills, with the ability to collaborate across departments and work with diverse stakeholders
- Attention to detail and accuracy in record keeping
- Ability to maintain confidentiality and handle sensitive information with discretion
- Positive attitude and dedication to providing exceptional service to students, faculty, and parents
- Proficiency in Microsoft Office Suite, with extensive knowledge of Excel

## **Benefits:**

- Competitive salary commensurate with experience
- Comprehensive benefits package including health insurance and retirement plans
- Opportunities for professional development and growth within a supportive educational community

## **How to Apply:**

Please email a letter of interest and resume to Leslie Bradley ([lbradley@ursulineacademy.org](mailto:lbradley@ursulineacademy.org)) with the subject line "Scheduler."