



# BIRLA GLOBAL UNIVERSITY

BHUBANESWAR

[www.bgu.ac.in](http://www.bgu.ac.in)

---

## **Job Description: Program Manager**

**Job Title:** Program Manager

**Department:** Any individual School

**Reports to:** Head of the School

**Location:** BGU Campus

### **Position Summary:**

The Timetable Coordinator is responsible for the creation, management, and maintenance of the academic timetable for an individual school or faculty within the university. This role ensures that course schedules, classroom assignments, and faculty availability are efficiently coordinated to facilitate smooth academic operations. The Timetable Coordinator works closely with faculty, staff, and students to ensure that scheduling is accurate, feasible, and meets the needs of all stakeholders.

### **Key Responsibilities:**

#### **Timetable Planning & Creation:**

- Develop and manage the academic timetable for courses, ensuring all classes, labs, seminars, and other academic activities are scheduled appropriately.
- Collaborate with faculty members to gather teaching preferences, availability, and course requirements.
- Align course schedules with faculty availability and student needs while considering room capacity and resources.
- Ensure that all courses are scheduled in compliance with university policies, academic calendars, and any specific requirements for the school/department.
- Coordinate the inclusion of exams, make-up classes, and special academic sessions into the timetable.

**Room and Resource Allocation:**

- Allocate classrooms and other facilities based on course requirements (e.g., lecture halls, seminar rooms, labs, etc.).
- Ensure that rooms are equipped with the necessary resources (e.g., audiovisual equipment, IT support) and that any special requirements (e.g., disability access) are considered.
- Monitor classroom utilization to avoid conflicts, double bookings, and ensure efficient use of resources.

**Communication & Coordination:**

- Serve as the main point of contact for faculty, staff, and students regarding timetable inquiries, changes, and conflicts.
- Communicate timetable changes or updates to all relevant parties in a timely manner, including faculty, students, and academic administration.
- Work closely with the central timetabling office (if applicable) to ensure consistency with university-wide scheduling systems and standards.
- Assist students and faculty with specific requests or issues related to course scheduling, such as course swaps, make-up classes, or exam rescheduling.

**Conflict Resolution & Troubleshooting:**

- Address and resolve scheduling conflicts, such as overlapping courses, room availability issues, or faculty scheduling problems.
- Provide solutions for last-minute changes, such as when a faculty member is unavailable or a classroom is unexpectedly unavailable.
- Ensure that the timetable is flexible enough to accommodate unexpected changes, such as holidays, special events, or faculty leave.

**Timetable Maintenance & Updates:**

- Continuously review and adjust the timetable throughout the academic term to address any emerging issues, such as changes in student enrollment numbers or faculty availability.
- Make adjustments to the timetable during the semester in response to any disruptions, such as room renovations, public holidays, or unforeseen circumstances.
- Keep track of historical timetable data for future planning and adjustments.

**Data Management & Reporting:**

- Maintain accurate records of the timetable, including room allocations, course enrollments, and faculty schedules.
- Generate reports related to room usage, course scheduling efficiency, and any other timetable-related data for review by department heads or academic administration.
- Utilize timetable management software or other tools to track and optimize scheduling processes.

**Adherence to Policies & Standards:**

- Ensure the timetable complies with university policies, academic calendars, and department-specific guidelines.
- Stay informed about any changes to university regulations, course offerings, or other factors that may impact the timetable.
- Work with the university's central scheduling team (if applicable) to ensure the school's timetable aligns with broader university-wide scheduling policies.

**Qualifications:****Education:**

- Bachelor's degree or equivalent in a relevant field (e.g., Education, Administration, Business, or a related discipline).
- Additional training or certification in timetabling or project management (preferred but not required).

**Experience:**

- At least 5 years of experience in a similar timetabling or administrative role within a university or academic environment.
- Familiarity with academic scheduling software (e.g., Celcat, Syllabus Plus, or university-specific systems).
- Experience working in a higher education setting, particularly in coordination roles.

**Skills & Competencies:**

- Strong organizational and time management skills, with the ability to handle multiple tasks and deadlines.
- Excellent communication skills, both written and verbal, for interacting with faculty, students, and staff.
- Attention to detail and the ability to manage complex schedules involving multiple stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and scheduling software.
- Ability to troubleshoot and resolve scheduling issues in a timely and effective manner.
- Strong interpersonal skills and the ability to work well in a team environment.

**Personal Attributes:**

- Proactive, with the ability to anticipate problems and resolve issues independently.
- Adaptable and flexible to manage changes in the academic schedule or faculty availability.
- Strong problem-solving skills and the ability to remain calm under pressure.
- A customer-service-oriented approach, focusing on the needs of students and faculty.

**Work Conditions:**

- Full-time position with occasional evening and weekend work during peak periods, such as the beginning of the semester or during exam scheduling.
- Potential for remote work or flexible hours depending on the school's policies and technology tools available.
- May involve periodic collaboration with other departments and university-wide teams.