

School Timetable Coordinator

School Timetable Support Staff are responsible for a number of functions related to the timetable.

Policies and procedures familiarisation

School timetabling staff need to be familiar with the [Timetable Principles](#) and [Room Booking Principles](#) as well as the University timetable construction timeline and the annual [key dates](#).

Data entry and information management

- Checking the website for regular notifications and circulating information to relevant staff.
- Attending and participating in User Group meetings and training.
- Planning and preparing for the annual Topic Availability roll in the Student Management system.
- Collating, coordinating and maintaining comprehensive information from teaching staff in relation to the pedagogical needs of how subjects should be taught (e.g. week pattern, room type, equipment, etc).
- Inputting teaching requirements data, creation of classes and checking the data via the Timetable Data Collector.
- Identifying where teaching requirements require additional sequencing (e.g. workshop must follow the tutorial by at least one day) and submitting the appropriate [form](#).
- Assisting with the Staff Unavailability process.
- Checking the Programs of Study (POS) and clash free pathways and providing feedback to Timetabling Services.
- Ensuring academics/teaching staff are involved in a School and/or Discipline wide review of the draft timetable.
- Submitting timetable change requests via the appropriate [form](#) to timetabling.services@flinders.edu.au in a timely manner.

Class registration setup and monitoring

- Planning and configuring Class Registration in Student Two (e.g. reserved places).
- Monitoring class sizes, waitlists (where applicable) and class status in Student Two.
- Monitoring enrolment numbers, requesting additional classes and/or cancel existing classes.

Liaising between academic teaching staff and the Timetabling Services team

- Ensuring academic/teaching staff are aware of the timetable process and key deadlines.
- Acting as the key point of contact between the Faculty and Disciplines to coordinate all timetable requests from academic/teaching staff.
- Liaising directly with Timetabling Services in relation to timetable changes or general timetable enquiries.
- Advising Timetabling Services if there is an alteration of details for the Timetable Support Staff within a School/Discipline.
- Liaising directly with the relevant academic(s) should Timetabling Services advise of a need to make alterations to times and/or locations for specific classes due to clashes, undersized or oversized classes, or equipment failure.
- Advising academics/teaching staff of the outcome of timetable requests in a timely manner.