

Staff Employee of the Week

Brynda C. Merritt

JOB TITLE: : Timetable & Scheduling Coordinator

HOME DEPARTMENT: University Registrar

COLLEGE OR VP AREA: VP & Dean for Undergraduate Education

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Marvin C. Foushee, Associate Registrar

VIRGINIA TECH HIRE DATE: October 3, 1984

SUMMARY

Brynda produces and facilitates the posting on the web the electronic Timetable of Classes each term from information and materials submitted by colleges and academic departments; this involves direct, almost daily, contact with approximately ninety departmental schedulers. She oversees the scheduling of all general classrooms and makes room assignments based course needs and preferences to avoid room conflicts; she is the point of contact for use of campus-wide general classrooms. She produces and distributes to departments and colleges multiple course information reports (management reports) by which course decisions are made each term.

She receives and responds to requests for other uses of general classrooms including make-up classes tutoring and helps sessions, tests, seminars, and mid-term exams; additionally she books classroom space for evening and weekend use by student organizations and related groups for meetings and events.

She prepares and posts the semester exam schedule, including the common-time exams, each term; reassigns rooms for conflicting exams; works with colleges and departments to identify and report students with three exams in a 24-hour period.