Position Summary:

Founded in 1965, the Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. Stacey Nicholas Office of Outreach, Access and Inclusion Outreach, (OAI) offers a number of services and programs that seek to recruit, retain, and graduate talented students from historically excluded populations who are currently underrepresented in Engineering.

Administers all finance, human resources and facilities and other operational activities for small to mid-sized academic or research program. Administers major program components, and some or all
of the program's operational requirements. Develops and organizes conferences and other public forums. Works under direction of Principal Investigator or more senior Academic Program Officer to establish center agenda, funding, objectives. Under the direction of the Executive Director of the Stacey Nicholas Office of Outreach, Access and Inclusion (OAI), the Assistant Director assists in the oversight of the Office of Access and Inclusion's recruitment and retention programming and training efforts and the management of broad-based inclusion initiatives. The primary function is to develop and administer programs and initiatives to advance retention, recruitment and outreach efforts focused on undergraduate and graduate students underrepresented in the fields of engineering. These groups include Women, Latino, African-American, Native American and Pacific Islander. Responsibilities include: Advance the office's mission and vision, monitor and develop strategies to ensure academic excellence, develop outreach activities, provide academic advising and coaching develop programs to promote student retention, prepare and present annual reports, provide recommendation for policy implementation within the Schools programs and practices to foster inclusion for students, alumni, visitors and others. The Assistant Director will be expected to travel to college fairs, conferences, community events, for the purposes of outreach and recruitment. Write reports and proposals, financial planning and tracking, maintain strong alumni relationships, and evaluate the success of program activities. The Assistant Director is further responsible for the strategic direction, development, implementation, and evaluation of a comprehensive program of K 12 and community college outreach initiatives, events, workshops, and student activities. This will support the overall outreach goals for the Samueli School of Engineering. The incumbent will provide high level administrative support on special projects and new program development to the Executive Director of OAI.

**Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

**Example:**

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>60</td>
<td>Yes</td>
<td>Administers a small to mid-sized program with primary responsibility for administrative and programmatic activities. Works with program leadership to identify and pursue funding opportunities and revenue streams. Implies existing programs in addition to leading new recruitment and retention efforts for underrepresented undergraduate and graduate students. Works collaboratively with the Samueli School of Engineering academic departments and other university offices to implement robust programs and activities to recruit and retain underrepresented students into engineering majors.</td>
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<td>10</td>
<td>Yes</td>
<td>Provides academic, career, educational and personal coaching to students, parents, teachers and faculty who participate in recruitment and retention programs. In conjunction with the Executive Director, promotes a sense of community and inclusion for students in the STEM fields. Development and oversight of a comprehensive set of P-20 outreach initiatives that will enhance the academic preparation of students in engineering.</td>
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<td>10</td>
<td>Yes</td>
<td>Participates in the program budgeting and accounting processes to support financial infrastructure of program.</td>
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<td>10</td>
<td>Yes</td>
<td>Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. Analyzes recruitment data and monitors recruitment processes and plans for continuous improvements and enhancements. Develop project-based curriculum and materials that promote careers in engineering. Implement this curriculum for use in K-12 outreach programs. Facilitates workshops for targeted students.</td>
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<td>10</td>
<td>Yes</td>
<td>Serves on committees representing the office, participating in short-term and long term planning. Works with community and industry partners and alumni to identify and develop placement and internships opportunities for the underrepresented student populations served. Represents OAI in committees, conferences, and meetings addressing short-term and long-term program plans for improving education and increasing the diversity of students, scholars and faculty within the University.</td>
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<td>10</td>
<td>Yes</td>
<td>Collaborates with the Samueli School of Engineering’s Communications office to market and publicize outreach efforts, recruitment and retention initiatives. Provides content for the OAI webpage and social media channels with regular updates to maintain relevancy.</td>
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**Total Compensation:**
In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our compensation practices and benefits.

$78,900.00 - $95,450.04 (Annual Salary) Expected Pay Range within the Full Salary Range  $78,900.00 - $145,100.00 (Annual Salary)

**Required:**

7 years of experience in Student Affairs or related setting in an academic institution of higher learning with an emphasis on working with diverse populations.
* Advanced degree in related area and / or equivalent experience / training.

Academic background and experience in selected area of research preferred. Thorough knowledge of administrative, budgetary, and financial principles and practices. Strong oral and written communication skills. Skills to interact and build positive relationships with students from diverse backgrounds, administrators, program staff and faculty across disciplines, donors and industry constituents. Strong ability to think creatively and independently on concepts requiring advanced analytical skills. Strong interpersonal skills and ability to work with diverse groups to achieve results. Strong ability to work collaboratively with internal and external peers and managers. Solid fundraising experience. Experience or demonstrated skills in program development, delivery and evaluation, as well as the measurement of program outcomes and impact. Ability to coordinate campus community presence through personal contacts and the use of community organizations. Experience in writing reports, proposals, and presentations. Understanding and knowledge of the requirements for admission to colleges and universities and familiarity with transfer requirements

**Preferred:**

Terminal degree in a related field preferred (PhD, JD, MD, etc.). Bachelors degree in Math, Engineering or Masters Degree in any area or a combination of education and experience, preferred.

Experience/expertise in current online/social networking media/technology is a plus. Bilingual Spanish/English (reading, writing and speaking) to communicate with the students and the families of the diverse student body being served. A graduate degree or coursework towards a PhD in any area. Experience with both Adobe Suite, FileMaker Pro, and PageMaker.
Special Conditions Preferred:

• Ability to participate in local and overnight travel • Ability to work occasional evening and or weekend events

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

• Background Check and Live Scan
• Legal Right to work in the United States
• Vaccination Policies
• Smoking and Tobacco Policy
• Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

• California Child Abuse and Neglect Reporting Act
• E-Verify
• Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - [https://hr.uci.edu/newhire/conditions-of-employment.php](https://hr.uci.edu/newhire/conditions-of-employment.php)

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](https://hr.uci.edu/newhire/conditions-of-employment.php).
We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.