Under the supervision of Director, the Administrative Manager provides the general administrative support for Graduate and Professional Studies (GPS). This includes receiving visitors, answering telephone calls, responding to emails, maintaining mail, and overall coverage of the GPS front desk. This position also provides general academic advising to prospective and current students as part of the GPS staff and assists with the processing of applications and forms and related actions. The GPS Administrative Manager compiles student data and generates reports related to admissions, enrollment, retention, graduation rates and related criteria. Generates draft letters, memoranda, school-wide communications and publications of materials for GPS. Organizes, implements and participates in a wide range of GPS student events. Coordinates meetings, presentations, and reports for the Associate Dean. Supports unit with purchasing, reimbursement and travel requests.

Compensation Range:

Hourly: $21.54 - $25.42
ESSENTIAL FUNCTIONS:

GRADUATE AND PROFESSIONAL STUDIES ADMINISTRATIVE SUPPORT – 50%

a. Ensures the courteous reception of all who enter the Graduate and Professional Studies (GPS).

b. Accepts and places telephone calls for and on behalf of the GPS staff.

c. Manages the office’s appointment system and makes meeting arrangements as needed (i.e., conference room reservations, catering orders, prepares materials).

d. Sorts, logs, and prioritizes mail addressed to the GPS staff.

e. Under the guidance and final review of the GPS staff, drafts letters, memoranda, proposals, reports, agendas and other documents using Word and Excel.

f. Sets up merge files and labels for mass mailings using Microsoft Word and Excel.

g. In conjunction with the GPS staff, updates and maintains GPS website and social media (e.g., Facebook).

h. In conjunction with the GPS staff, drafts and sends School-wide communication via ZotMail to current graduate student mailing lists.

i. Collaborates with the Dean, Associate Dean, GPS staff, Communication team, and departmental staff in the development and publication of materials for all GPS-related websites, flyers, brochures, and posters.

j. Copies and distributes information which is sent to GPS staff that would be of interest to the departments.

k. Creates, maintains, coordinates record keeping within GPS and with departmental staff. This represents data entry for 1000+ graduate students.

l. Maintains confidentiality of student and applicant records in order to be compliant with federal law (e.g., FERPA).

m. Establishes and maintains general office files.

n. Interacts with other campus units, including Graduate Division, University Registrar, and the International Center to provide information, statistics, reports, respond to questions and resolve problems.

o. Provides general academic advising to enrolled students in the areas of enrollment, registration, requirements for advancement toward their degrees, examination procedures, leaves of absence, part-time status, fellowships, student employment, etc.

p. Provides guidance and advising to enrolled students related to academic approval for Curricular Practical Training and enrollment for the graduate internship course.

q. Administratively oversees the graduate internship course.

r. Assists the GPS Assistant Director with School-wide fellowship application processing and reviews. Coordinates the Balsells Fellowship by processing payments.

s. Works with departmental contacts to submit fellowship forms via the online Fellowship Web Application system in a timely manner. Tracks department funds, including block and endowed fellowships.

t. Provides UCI undergraduate students with general information and advising regarding the Accelerated Status Program.

u. Manages and maintains general office email account in order to provide prospective students with general application advising in regards to materials, eligibility, deadlines, appropriate contacts, etc.
v. Responds to questions via email or in person from prospective students, departmental faculty and staff with regard to whether the prospective student meets entrance qualifications.
w. Evaluates transcripts and calculates GPAs from various countries and assists in the processing of admission files.
x. Assists the GPS staff in developing, preparing and gathering materials for various recruitment presentations and/or fairs, at other campuses, to student organizations and at local industrial forums.
y. Organizes, implements, and participates in GPS graduate student events, such as Orientation and visitation and/or yield days.
z. As a member of the School's commencement committee, participates in the preparation of commencement ceremonies and attends these events.
aa. Serves as back-up of administrative tasks performed by student assistants.
q. Trains and assists GPS Assistant Director with day-to-day oversight of student assistants.
r. Performs other administrative duties as required.

20% DATA MANAGEMENT FOR THE GRADUATE STUDENT AFFAIRS OFFICE

a. Enters data to update graduate student files and graduate applications.
b. Generates various reports for the Associate Dean, GPS staff.
c. Creates statistics throughout the graduate application cycle including comparison data, yield, and enrollment using the existing databases and instructions given by the GPS staff.
d. Creates the initial report of annual enrollment and yield statistics to be reviewed and finalized by the GPS staff.
e. Creates grade distribution data under the supervision of the GPS Director and/or Assistant Director.
f. Collaborates with the Associate Dean, GPS staff in determining the appropriate information, methods, and procedures necessary in the collection of data for assigned projects. Determines appropriate resources and compiles information from a variety of sources including Graduate Division, International Center, and the University Registrar.
g. Performs other data management duties as required.

20% ASSOCIATE DEAN ADMINISTRATIVE SUPPORT

a. Schedules appointments and prepares meeting arrangement under the direction of the Associate Dean.
b. Initiates purchasing, reimbursement, and travel requests using the Purchasing and Reimbursement policies and guidelines, including necessary paperwork.
c. Compiles, reconciles, and files financial paperwork of graduate student support expenditures under the direction of the Associate Dean, GPS staff using reports from Director of Finance and/or Senior Financial Analyst.
d. Under the review and on behalf of the Associate Dean, drafts letters, memoranda, proposals, reports, agendas and other documents on behalf of the pertaining to agreements and/or proposals using Word and Excel.
e. Collaborates with the Associate Dean in the development and publication of materials and presentations.
f. Assists the Associate Dean in developing, preparing and gathering materials for various events.
g. Performs other administrative duties as required.

10% OTHER DUTIES AS ASSIGNED
Required:

1-3 years with BA/BS and/or a combination of equivalent education and experience. Strong interpersonal skills and ability to effectively interact with a diverse population of Faculty, Students, Staff and guests. Strong organization skills to effectively maintain electronic and hard copy files. Demonstrate excellence in writing and oral communication skills. Ability to work in environment with frequent interruptions, distractions, and fluctuating workload. Demonstrate flexibility, patience, and tact/diplomacy in all forms of communication. Demonstrate proficiency in Word, Excel, PowerPoint, and other Microsoft Systems. Effective experience with data management, collection, maintenance, and reporting that yield statistics for department analysis. Ability to effectively plan, develop and execute events. Ability to understand, follow and maintain compliance with federal statues related to student and applicant records (e.g. FERPA).

Preferred:

Working knowledge of University Policies and procedures. Experience with University systems and databases (GATS, KFS, etc.). Experience working in a student-oriented environment, student affairs office, and/or higher education. Ability to accurately develop and maintain marketing and informational resources via website, social media and other venues. Working experience conducting purchasing and reimbursement related transactions

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

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.

Below are general guidelines on the position's physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.

Physical Requirements:

Bend: Occasionally
Squat: Not Applicable

Crawl: Occasionally

Climb: Occasionally

Kneel: Occasionally

Handle Objects: Frequently

Push/Pull: Occasionally

Reach Above Shoulder Level: Occasionally

Sit: Occasionally

Stand: Frequently

Walk: Frequently

Use Fine Finger Movements: Frequently

Carry/Lift Loads up to 25 Pounds: Frequently

Carry/Lift Loads up to 25-50 lbs: Occasionally

Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly

Write: Constantly

Perform Calculations: Frequently

Communicate Orally: Constantly

Reason and Analyze: Constantly

Chemical/Biological Agent: Not Applicable

Construction Activities: Occasionally

Contact with Water/Liquids: Occasionally

Drive Motorized Equipment: Not Applicable

Confined Spaces: Occasionally

Elevated Work Location: Not Applicable

Radioactive Materials: Not Applicable

Temperature Variations: Not Applicable

Gas Systems: Not Applicable