Graduate Coordinator - 56681-1A

Updated: Jul 24, 2023
Location: Irvine-Campus
Job Type:
Department: EECS Department Accounts

Job Opening ID: 56681
Reports To: Chief Administrative Officer (CAO)
Working Title: Graduate Coordinator
Department: EECS Department Accounts
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 004574
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

The Department of Electrical Engineering and Computer Science (EECS) has two key goals: to advance the minds of future leaders by providing the finest education to our students and consistently meet industry needs by developing cutting-edge technology. Our faculty believes that engineering plays an integral role in the modernization of society by leading the development of tools and devices that benefit humankind and improve quality of life. Together with our dedicated and hard-working staff who support our educational and research missions, we are working at the forefront of computer science and engineering, including computer system design, high-speed analog and digital circuit design, signal and image processing, electromagnetics, photonics, high efficiency power electronic circuits and alternative energy generation. EECS is one of six academic departments in the Samueli School of Engineering at UCI. With 38 faculty, over 1050 undergraduates and 350 graduate students, we offer a vibrant academic community and a quality educational experience for our students.

Applies professional student services concepts. Provides varied student services to students, faculty, and department / school / college management. Works on moderately complex issues. Receives assistance on more complex issues. In support of the Department of Electrical Engineering and Computer Science, and under the general supervision of the Chief Administrative Officer (CAO), the graduate coordinator provides academic program information to prospective and current
graduate students for the MS, MS/PhD and PhD programs. Responsible for coordinating EECS graduate admissions via the Slate application system. Assists with the interpretation of University policies and procedures such as add/drop, change of grade, transferability of courses, course substitutions, change of degree and normal academic progress. Utilizes counseling skills to assess student needs especially for certain student populations (i.e. International, Diversity, Disability, etc.). Assists with survey efforts to assess graduate student interests, needs, and experiences, and supports programmatic interventions as directed. Assists in researching, compiling, summarizing and presenting data to facilitate informed discussion of graduate issues and proposals, and/or for surveys, proposals and reports. Participates in graduate student program recruitment, orientation, policy establishment, registration, and evaluation. Assists with commencement. Manages and tracks expenditures of block funding from the university and also for various other department, school, or university fellowships, including past expenditures and predictions for future account balances. Maintains a record of progress and funding sources for all PhD students, notifying students and advisors of any delays in normative degree completion progress, and noticing the CAO and department chair of any projected funding shortfalls for the PhD students.

**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.

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<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>20</td>
<td>Yes</td>
<td>Applies professional student services concepts in providing a variety of student services to the student population served by the Department of Electrical Engineering and Computer Science (EECS) and to faculty and management within that organization. Serves as a primary point of contact for EECS graduate students, faculty staff as well as school and campus units on academic and program management aspects and resources for the department.</td>
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<td>15</td>
<td>Yes</td>
<td>Academic Advising: Provides advice and assistance to students on EECS and university policies and procedures. Reviews student academic and degree progress and major requirements; assists students in determining a major, alternative academic options, resolve scheduling conflicts, and similar issues. Devises curriculum planning for EECS students in collaboration with the EECS Department Chair, faculty Graduate Advisor, and faculty, as well as with other departments. Works with students to initiate leave of absence and withdraw requests as needed, advancement to candidacy, final degree paperwork, and provides advising support.</td>
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<td>15</td>
<td>Yes</td>
<td>Recruitment and Admissions: Implements department outreach programs with specifically targeted institutions in collaboration with department and school related offices. Advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic transcripts for degree eligibility; Collaborates with the Chair and faculty Graduate Advisor and Admissions Committee in the recruitment of students for the programs in line with established goals and marketing plans. Oversees related campus visit processes and special programs.</td>
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<td>15</td>
<td>Yes</td>
<td>Finance &amp; Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options. Supports the department with the processes for equitable assignment of Graduate Student Researchers and Teaching Assistants, and coordinates these assignments each quarter. Manages and tracks expenditures of block funding from the university and also for various other department, school, or university fellowships, including past expenditures and predictions for future account balances. Maintains a record of progress and funding sources for all PhD students, notifying students and advisors of any delays in normative degree completion progress, and notifying the CAO and department chair of any projected funding shortfalls for the PhD students.</td>
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<td>5</td>
<td>Yes</td>
<td>Student Services and Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. Provides policy interpretation and advise to graduate students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination. Works closely with other campus partners including GPS, Social Work, UCI Counseling Center, OAI, and Office of</td>
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the Ombuds in managing related issues.

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<td>Yes</td>
<td>Student Orientation: Responsible for the planning, coordination and hosting of the EECS Graduate Student Recruitment Day, Fall Orientation, Teaching Assistant Orientation, commencement, and information sessions.</td>
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<td>5</td>
<td>Yes</td>
<td>Career Counseling: Advises EECS students on resume preparation and interviewing. Responsible for collecting, archiving, and sharing with students information provided by faculty, program alumni, and campus resources (such as Career Center) on career and professional development programs, including internships and summer opportunities. Works closely with department faculty to plan and deliver relevant professional development activities to EECS students in collaboration with support offices.</td>
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<td>5</td>
<td>Yes</td>
<td>Events: Coordinates and implements non-complex student events and assists in the planning and implementation of complex events for EECS.</td>
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<tr>
<td>5</td>
<td>Yes</td>
<td>In collaboration with campus support offices, provides basic information about moderately complex student immigration and visa processes to international students and scholars. Assists with preparation of student immigration and visa files. Coordinates and implements programs and workshops to support and retain international students / scholars.</td>
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<td>5</td>
<td>Yes</td>
<td>Plans, designs, and provides workshops for students, such as co-curricular programming, academic strategies, and enrichment programs.</td>
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<td>Yes</td>
<td>Supervise EECS Work Study students. Schedule weekly hours and approve timesheets. Supervise work study students’ special assignments provided by Grad program analysts, MSO and other administrators in EECS.</td>
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<td>5</td>
<td>Yes</td>
<td>Participates in other projects or duties as assigned.</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.

$24.71 - $41.86 (Hourly Rate)

**Required:**

Bachelor's degree in related area and / or equivalent experience / training. • 3-5 years relevant work experience with a bachelor’s degree in a related field, or equivalent experience
Knowledge of advising and counseling techniques. Knowledge of University-specific computer application programs and pertinent databases. Proficient experience using Microsoft Office programs (including Excel and Word), Adobe Acrobat programs, Outlook Ability to multi-task; verbal and written communication skills. Interpersonal skills. Multicultural competencies; ability to work with diverse populations. Basic knowledge of student immigration and visa processes pertaining to international students and scholars. Ability in problem identification and reasoning; ability to develop original ideas to solve problems. Skills in service orientation, organization, active listening, and critical thinking. Knowledge of University processes and procedures. Skill and experience managing, tracking and forecasting expenditures of block funding and varying other sources. Skill and Ability to keep stakeholders of depleting sources and projected funding short falls Skill and Ability to maintain accurate accounting of past, current and future related expenditures for varying student funding sources. Understanding of University rules and regulations.

**Preferred:**

Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars. Experience working with FWA, Graduate Database, Slate systems Knowledge of UCI units as referral services for students/faculty/staff. These may include but are not limited to the following: University Ombudsman, Counseling Center, Career Center, LARC, Disabled Student Services, Placement Office, LGBT Resource Center, Cross Cultural Center, UROP. Experience working in an academic department. Familiarity with UCI campus-wide policies and procedures. Knowledge of UCI's student advising practices, policies, and procedures.
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/new hire/conditions-of-employment.php](https://hr.uci.edu/new hire/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/new hire/careers/nondiscrimination.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](mailto:eec@uci.edu)

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