Recruitment Number: 5761

Academic Counselor (Administrative Analyst 7243)

Position Summary:

Under general supervision of the Department Administrator (MSO), the Academic Counselor is responsible for the overall management of the graduate program in the Department of Chemical and Biomolecular Engineering (CBE). Responsibilities include graduate student advising/counseling; interpretation of programs, university polices, regulations and requirements; providing guidance and University resources to students; evaluation and monitoring of student progress and fulfillment of degree requirements; administering the entirety of the annual admissions process. Works with faculty graduate advisors to resolve issues of academic progress, curriculum, and academic matters. Coordinates all aspects of the administration of the Department’s Prelim and Qualifying exams. Serves as key advisor to the Department Chair, Department Manager, departmental committees and faculty members on all programmatic and administrative matters regarding the graduate programs. Serves as department representative on HSSoE undergrad & graduate committees. Administers matters related to graduate student financial support, curriculum and accreditation: managing files, reporting, and analysis. Administers graduate admissions year round for department. Evaluates foreign student visa information, I-20/DS-2019 documentation; reviews F1 and J1 visa requests and secures financial documentation. Manages graduate funding issues, including tracking, analysis, reporting and problem solving. Handles all paperwork and entry into FWA system, following all policy and UC/UCI requirements. Analyzes funding sources and assists students with processing of grant/scholarship/fellowship paperwork. Assists with administration of the various fellowship programs related to the Schools' graduate degree programs. Responsible for planning and coordinating the Graduate Student Recruitment Day and Fall graduate student Orientation; schedules, monitors and tracks lab safety training and TA training requirement for new graduate students for compliance. Takes initiative and problem solving within the University's policy structure and School of Engineering mission. Provides general support to the Chemical Engineering undergraduate program. Supervises the department accreditation review processes, including internal reviews and accreditation for all UG and graduate programs. Supervises the departmental collection of accreditation materials provided by the Instructors/TA’s. In collaboration with the Department Chair and graduate program and communications committees, strategize, plan, develop, draft, and implement written promotional materials supporting the recruitment of quality graduate students to the graduate program. These include brochures, annual reports, newsletters or other promotional materials to advance the Department of Chemical and Biomolecular Engineering’s mission. Supervises all departmental events related to undergraduate and graduate students, as well as School wide events and department graduation activities. Provides department administrative support as assigned by MSO or Chairs.

Reports To: Management Service Officer IIII

Working Title: Administrative Analyst

Cost Center: IR8171

Bargaining Unit: 99
FLSA: Non-Exempt

Job Code: 007243

Job Location: UCI Campus – Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Appointment: Career

Compensation Range:

Commensurate with experience

Department Website:

http://engineering.uci.edu/dept/cbe

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Job Essential Function 1
Percent of Time: 50%

STUDENT AFFAIRS
Administers the graduate student programs for the Department of Chemical and Biomolecular Engineering (CBE). Provides advice regarding a variety of policy and procedures concerning student life. This includes appropriate forms and accurate information on how to complete them and filing deadlines, leaves of absence, thesis preparation, etc.

Provides graduate students with general advice on planning and meeting program requirements toward graduation. Works with faculty graduate advisors to resolve issues of academic progress, curriculum, and academic matters. Interprets policies and advises students on registration procedures. On a case by case basis, generates required letters or memos for any enrollment exceptions.

Creates and maintains current and historical student databases for graduate students.

Assists students in matters relating to resource needs on campus. Assists students with identifying obstacles to academic goals and progress, makes referrals to appropriate campus and community resources (Counseling Center, ESL program, GSHIP Office, International Center, Ombudsman, etc.) and notifies other units as necessary and appropriate. Evaluates information from various campus sources and notifies students when action is necessary regarding issues involving enrollment, grades, SEVIS, and Graduate Division petitions.

Coordinates all aspects of the administration of the Departments' Prelim and Qualifying exams. Serves as department representative on HSSoE undergrad & graduate committees.

Manages mandatory faculty advising sessions for undergraduate students.

Works with Chairs of Graduate and Undergraduate Affairs on student issues: Includes preparing needed materials, projecting matters both financial and event related, maintaining records, and arranging events.

Acts as liaison between students and faculty. Responsible for reminding faculty, staff, and students of impending deadlines.

Prepares statistical analysis to the Undergraduate & Graduate Committees.

Facilitates various transactional processes and required documents related to graduate and undergraduate programs.
Job Essential Function 2
Percent of Time: 35%

GRADUATE ADMISSIONS & FUNDING
Administers graduate admissions year round for department. Manages all database issues related to the
downloads of the CBE and MSE graduate applications to the two programs via SLATE. Develop and
implement procedures to assure proper transfer of all application documents. Includes SLATE system,
Graduate Division processes, and matriculation.
Manages graduate funding issues, including tracking, analysis, reporting and problem solving. Handles all
paperwork and entry into FWA system, following all policy and UC/UCI requirements.
Analyzes fees/tuition and projections of funding needs, and informs all parties of opportunities available.
Determines and evaluates documents necessary for incoming foreign students’ I-20/DS-2019 documentation,
including Transfer Release forms. Reviews F1 and J1 visa requests and secures financial documentation.
Analyzes funding sources and assists students with processing of grant/scholarship/fellowship paperwork.
Assists with administration of the various fellowship programs related to the Schools’ graduate degree
programs.
Responsible for planning and coordinating the Graduate Student Recruitment Day and Fall graduate student
Orientation; schedules, monitors and tracks lab safety training and TA training requirement for new
graduate students for compliance.

Job Essential Function 3
Percent of Time: 10%

PROGRAM PLANNING AND ACCREDITATION
Supervises department accreditation review processes, including internal reviews and ABET, WASC
accreditation for all programs. Supervises the departmental collection of accreditation materials (ABET )
provided by the Instructors/TA's.
Organizes, tracks and maintains records of all department reporting and accreditation.
Organizes and assists MSO and Chairs to develop, create, and maintain Teaching Plan.
Participates in all curriculum review processes, including internal reviews for undergraduate and graduate
programs.
Canvas survey participation from students and industry professionals, analyze responses and report results
to committee chair.
Creates statistical tables and reports for various program reviews as requested.
Works with the CASA office and acts as liaison for the department.

Job Essential Function 4
Percent of Time: 5%

DEPARTMENT EVENTS - STUDENT
Supervises Department Assistant Analyst to be responsible for all departmental events related to
undergraduate and graduate students, as well as School wide events and department graduation activities.

DEPARTMENT ADMINISTRATIVE SUPPORT
Provides department administrative support as assigned by MSO or Chair.
Provides support to Department Industrial Advisory Board.
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)
824-5210.

Required:
INTERPERSONAL COMMUNICATION: Must be able to positively and constructively communicate and interact with others at work. CONFIDENTIALITY: Must be able to maintain confidentiality and use discretion in handling position responsibilities. ORGANIZATIONAL SKILLS: Must be able to organize, track, and report on job tasks readily. Must maintain proper files and reports on all job functions. WRITTEN COMMUNICATION: Proficient command of written English. Excellent writing, editing, and proofreading skills and the ability to compose letters, memoranda, and other documents using word-processing, spreadsheet, and database software. TECHNICAL SKILLS: Willingness to take initiative in learning new business systems and needed business skills. Experience with providing financial account projections, analysis and reports. Working knowledge of computer software and online programs including the following: Slate, Microsoft Office (Word, Excel, Power Point, Outlook). Adobe Acrobat, Firefox. Data Warehouse. Experience working with Engineering Student Database. Working experience with student admissions process and programs using admissions platforms working experience with the accreditation review process. BA/BS with minimum 2 years’ experience or an equivalent combination of education and experience.

Preferred:

Experience working with SLATE Working experience with foreign student visa process Working experience with a wide range of student funding sources and methods Working experience providing support to student support through a wide range of topics, ranging from the admissions process, tuition, tutoring, academic support and resources available, leaves, university guidelines and policies. Working knowledge of FERPA guidelines. Experience in content generation, copywriting and editing for print, web design, and/or social media.

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: Occasionally

Crawl: Not Applicable

Climb: Not Applicable

Kneel: Occasionally

Handle Objects: Frequently

Push/Pull: Occasionally
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift Loads up to 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly
Write: Constantly
Perform Calculations: Constantly
Communicate Orally: Constantly
Reason and Analyze: Constantly
Chemical/Biological Agent: Not Applicable
Construction Activities: Occasionally
Contact with Water/Liquids: Not Applicable
Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Radioactive Materials: Occasionally
Temperature Variations: Occasionally
Gas Systems: Not Applicable