Administrative Officer - 44504-1A

Updated: Oct 19, 2022
Location: Irvine-Campus
Job Type:
Department: Biomedical Engineering

Job Opening ID: 44504
Reports To: Department Chief Administrative Officer
Working Title: Administrative Officer
Department: Biomedical Engineering
Bargaining Unit: CX
FLSA: Non-Exempt
Payroll Job Code: 004263
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Founded in 2002, the Department of Biomedical Engineering (BME) is a diverse, fast-growing community of 31 faculty, dozens of professional researchers, 180 graduate students, and over 600 undergraduates. Together, with our dedicated and hard-working staff who support our educational and research missions, BME is tackling problems at the intersection of engineering, biology and medicine, with the goal of improving people’s health while driving the economic growth of our region, state and the nation. The BME administrative team is a collaborative, dynamic, creative, and collegial group of experienced campus professionals that partner with their academic colleagues to meet and exceed operational goals with a caring, family-oriented approach.

Uses professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues. Administers defined operational program. Analyzes and resolves operational problems of moderate scope. In support of the Department of Biomedical Engineering and under the general supervision of the Department Chief Administrative Officer, the Administrative Officer is responsible for curriculum support and collaborating with the maintenance of ABET course material. The position maintains Course Material Fee finances for the CAO and related reconciliation and reporting. The position
manages the merit and promotion actions of faculty and supports the department with personnel relocation and onboarding logistics of new faculty. The position supports the department with event planning and other logistics in support of day-to-day operations including the coordination of office deliveries.

**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.”

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Yes</td>
<td>Administers a defined operational program or activities which include the following functions: finance, facilities, payroll, student services, Academic Personnel Support. This position is responsible for overall curriculum support within the department. This includes logistical execution and tracking of: classes, teaching requirements, sabbaticals, course releases, required courses, etc. Maintains relevant reports and metrics for tracking changes and identifying issues. Assists faculty with course scheduling, curriculum changes, enrollment, set-up and related logistics. Point person for department administrative support for undergraduate and graduate program internal and external reviews, to include undergraduate accreditation (ABET). Collaborates with stakeholders to ensure that ABET materials are constructed and maintained quarterly.</td>
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<td>10</td>
<td>Yes</td>
<td>Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services, etc.</td>
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<td>15</td>
<td>Yes</td>
<td>Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns. Develops and Maintains budgets and financial reports for funding which may be complex. Provides tracking and analysis of Course Materials Fees (CMF); processes expenses and reconciles accounts. Develop and maintain CMF budgets associated with senior design projects, CMF and service reporting, and CMF and service proposals as needed.</td>
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<td>10</td>
<td>Yes</td>
<td>Participates in the development and revision of standard operating procedures and guidelines on Department Wiki.</td>
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Assists in the design and drafting of organizational website content, drafts newsletters and correspondence to organizational constituents.

Other duties as assigned by Department

| 40 | Yes | Manage department faculty merit and promotion annual process. Analyze proposed faculty actions to determine potential problems or complications. Advise Chair and/or faculty regarding appropriate measures to support intended action. Develop and implement internal deadlines to ensure timely submission of dossiers. Manage the annual academic personnel review process for non-senate faculty.

Provides logistics coordination for new faculty member hires and ensures a smooth onboarding transition, to include the coordination of assigned laboratory and office facilities, relocation coordination, and other needs; ensures new employees and faculty are oriented to the Department, School, and campus policies and procedures. Collaborates with multiple stakeholders to ensure that relocation needs are being met and new office spaces and laboratories are prepared in advance of all new hire arrivals.

| 10 | Yes | Supports department events and outreach efforts as needed. Assists with purchasing and receipt of deliveries. Participate in the training of student assistants.

Compensation Range:

$27.45 - $29.37

Department Website:

https://engineering.uci.edu/dept/bme

Required:

Thorough knowledge of university rules and regulations, processes, protocols and procedures for budget, accounting and fund management. Ability to perform financial analysis and customized reporting. Demonstrated ability in the use of spreadsheet and database software in simple to financial analysis, fiscal management and financial reports. Effective interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills. Skill and ability to pay close attention to details and produce work with minimal errors. Demonstrated experience and skill in providing all aspects of administrative support in an executive office. Solid knowledge of common University-specific computer application programs, including MS Office. Ability to use discretion and maintain confidentiality. Ability to establish and maintain effective working relationships with staff, department heads, faculty and students of various social, cultural, economic and educational backgrounds. Strong skills in short-term planning, analysis, problem-solving, and customer
service. Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees. Strong organization and teamwork skills. Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines. Excellent writing skills to compose professional reports, correspondence, job descriptions, policies and procedures, and other documents.

**Preferred:**

Bachelor's degree in related area and/or equivalent experience/training. Extensive knowledge of UC Academic 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. 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)