ADMINISTRATIVE ASSISTANT - 37426-1A

Updated: Jun 13, 2022
Location: Irvine-Campus
Job Type:
Department: ENGR DO Research Management

Job Opening ID: 37426
Reports To: Associate Dean of Research
Working Title: Administrative Assistant
Department: ENGR DO Research Management
Bargaining Unit: CX
FLSA: Non-Exempt
Payroll Job Code: 004722
Job Location: UCI Campus- Irvine
Percent of Time: 50%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Under the supervision of the Associate Dean of Research and Innovation the Administrative Assistant is responsible for coordinating daily and long-range calendaring support to include meetings, committee meetings and one on one meetings. This includes prioritizing flow of information for best use of time and resources, filing and retrieval of records, scheduling and coordinating meetings with various constituencies ensuring that the Associate Dean is kept abreast of pertinent information. Assist in organizing travel packets with group meetings agendas, and national and international visits, and provide general assistance to visiting faculty and other academic visitors. Organizes comprehensive travel information and itineraries for the Associate Dean. Promptly gather necessary supporting documentation for the Associate Dean’s reimbursements and submit reimbursement requests for travel, catering, entertainment, supplies, professional and institutional membership, and miscellaneous expenses through campus system for processing. Independently carries out a variety of special projects, additional duties and assignments in support of the overall operations of the Office of the Associate Dean of Research & Innovation as needed.

SECTION 4: ESSENTIAL FUNCTIONS
I UNDERSTAND I AM RESPONSIBLE FOR ADHERING TO THE UNIVERSITY DEPARTMENTAL INJURY AND ILLNESS PREVENTION PROGRAM (SB 198 GUIDELINES) IN PERFORMING THE ESSENTIAL FUNCTIONS ASSIGNED ON THIS POSITION DESCRIPTION. I UNDERSTAND I AM RESPONSIBLE FOR INCORPORATING UNIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

50%

1. **Associate Dean of Research & Innovation Support**
   Independently coordinate daily and long-range calendaring support to the Associate Dean of Research & Innovation to include recurring meetings, committee meetings and requested one-on-one meetings. This includes prioritizing flow of information for best use of time and resources, filing and retrieval of records, scheduling and coordinating meetings with various constituencies ensuring that the Associate Dean is kept abreast of pertinent information and potential conflicts ahead of time. Use professional judgement to help determine when meetings can be changed to accommodate the Associate Dean's needs or when a matter of greater urgency requires immediate attention. Handles sensitive, confidential information and requests with tact and diplomacy. Arrange and schedule travel plans for Associate Dean of Research to include booking of flights and hotels, as well as methods of transportation to be used for the travel, in accordance with University policies and procedures.

20%

2. **Assist in organizing travel packets with group meetings agendas, and national and international visits, and provide general assistance to visiting faculty and other academic visitors.** Organizes comprehensive travel information and itineraries for the Associate Dean.

3. **Promptly gather necessary supporting documentation for the Associate Dean's reimbursements and submit reimbursement requests for travel, catering, entertainment, supplies, professional and institutional membership, and miscellaneous expenses through campus system for processing.**

4. **Logs and tracks documents and records to ensure ease of retrieval and access to information.**

15%

5. **Create and maintain various listservs and other forms of contact information for School of Engineering faculty, as well as School, Campus and external constituencies.**
6. Independently carries out a variety of special projects, additional duties and assignments in support of the overall operations of the Office of the Associate Dean of Research & Innovation as needed.

Compensation Range:

$24.66 - $26.36

Department Website:

https://engineering.uci.edu/

Required:

Excellent interpersonal skills and the ability to communicate effectively with a diverse and high-level group of individuals in a diplomatic and professional manner. Ability to effectively manage a complex and demanding calendar schedule. Ability to help triage and scheduling requests and present information to the supervisor. Ability to schedule travel and lodging support for supervisor and guests. Ability to coordinate logistics of events, and support guest needs. Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines. Experience working as part of a professional team and in maintaining confidentiality. Ability to establish and maintain effective working relationships with staff, department heads, faculty and students of various social, cultural, economic and educational backgrounds. Proficient in the use of computers including software such as Microsoft Word, Excel, and PowerPoint, Google Apps. Must be familiar with University administrative organization, policies, procedures, and practices.

Preferred:

Familiarity working in a university environment

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

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