Updated: Dec 3, 2022
Location: Irvine-Campus
Job Type:
Department: Engr DO Student Affairs

**Job Opening ID:** 46284  
**Reports To:** Executive Director of the Stacey Nicholas Office of Outreach  
**Working Title:** Administrative Coordinator  
**Department:** Engr DO Student Affairs  
**Bargaining Unit:** CX  
**FLSA:** Non-Exempt  
**Payroll Job Code:** 004722  
**Job Location:** UCI Campus- Irvine  
**Percent of Time:** 100%  
**Work Schedule:** 8-5  
**Employee Class:** Career

**Position Summary:**

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials.

The Stacey Nicholas Office of Access and Inclusion (OAI) is charged with promoting and facilitating inclusion, diversity, equity and anti-racism within the school. OAI's mission is to recruit, retain and graduate talented students from historically excluded populations that are currently underrepresented in engineering and computing. OAI works toward this mission by providing academic, professional and social support for students. In addition, OAI strives to create a community where students feel comfortable discussing both the challenges and successes while at UCI.
Under the supervision of the Executive Director of the Stacey Nicholas Office of Outreach, Access and Inclusion (OAI), in the Samueli School of Engineering (SSoE), the Administrative Coordinator will manage administrative duties for the OAI and work collaboratively with SSoE faculty and staff and external UCI partners to student recruitment and retention programs and activities. The Administrative Coordinator will also be responsible for providing other program coordination and support. Such duties include but are not limited to record organizing, filing and retrieval, management of confidential student information, calendar management and scheduling, manage purchases and reimbursements, assist with meeting preparation, data analysis and report preparation, support the department with event preparation logistics, web content updates, response to visitor, guest calls and or visits, and providing other administrative support 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.

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<td>Office administration &amp; support:</td>
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Manages administrative duties for the Office of Access and Inclusion, including analyzing and organizing complex flow of information for best use of time and resources; records filing and retrieval; and ensure OAI is kept abreast of pertinent information.

Handles sensitive, confidential information and requests with tact and diplomacy.

Independently Manages the OAI complex calendar. Prioritizes and schedules appointments for OAI with a diverse group of people (many with equally complicated schedules). Based on independent judgment of importance, determines when meetings or appointments can be changed to accommodate OAI's needs or when a matter of greater urgency requires immediate attention.
Manages mail and phone, and email communications. Screens and reviews; follows up on deadlines; initiates or recommends action; drafts replies for signature, and/or researches subject with appropriate faculty, staff or student.

Assists in preparing for meetings by anticipating various needs for information and independently gathering, evaluating, analyzing, and preparing data/information from a variety of sources.

Prepares draft reports, presentation material and other information.

Coordinates purchases for OAI per University policies and procedures. Processes and prepares accounting forms such as invoices, purchase orders, and check requests. Work with the SSoE purchasing office staff to process invoices and payments to vendors.

Manages and analyzes all expense reimbursements for OAI by utilizing the appropriate university forms and policies. Track expenses. Establishes and maintains a variety of business subject files and chronological files for the office by creating new files as needed, and filing correspondence, reports, directives, publications and invoices in a timely manner.

Collaborates with SSoE Communications office to market and publicize outreach efforts, recruitment and retention initiatives.

Provides content for the OAI webpage and social media channels with regular updates to maintain relevancy.

OAI Front Office Support: Serves as primary point of contact for the Office of Access and Inclusion in person and virtually by demonstrating professional demeanor at all times to staff, faculty, students and other partners; direct to appropriate staff and locate, if necessary.

Student recruitment and retention program coordination:

Works collaboratively with SSoE academic departments, other university offices, and external partners to administer recruitment and application process for
programs and activities to recruit and retain underrepresented students into the engineering and computer science majors.

Handles all of the logistical arrangements including investigating and scheduling the use of appropriate facilities, audio-visual, media services, rental or purchase of equipment and other necessary vendor services and supplies.

Manage invitation and RSVP process for programs and activities, including notifications or other information pieces, confirmations and guest list. Involves diligent follow-up and careful record keeping.

Organizes applications, reviews, and provides analysis and well organized reports, summaries, and correspondence to program staff.

Communicates with applicants and external partners about program application, program activities, and deadlines.

Manages and tracks program supply inventory, including submitting purchase orders to Purchasing Office.

Supports and advises OAI student organizations: Society of Hispanic Professional Engineers (SHPE), Latinos in Science and Engineering (MAES), Society of Women Engineers (SWE), and National Society of Black Engineers (NSBE). Organizes and maintain executive board member contact lists and serves as the main contact for board members regarding room reservations, access to storage spaces, and dedicated wall space in OAI.

Responsible for developing and implementing efficient methods to record student engagement in the OAI student center, including tracking number of student visits by gender, major, year in school, tutoring needs, etc. Continuously evaluates and adjusts processes as necessary and prepares an annual end-of-year report.

20%  3

Responsible for the variety of special projects, as assigned:

Coordinates core communication services for OAI that include creating and disseminating the weekly newsletter, creating and overseeing a robust social
media strategy, maintaining the OAI website, and developing marketing materials and resources.

Responsible for coordinating core tutoring services, such as Monday night Tutoring Club, including maintaining and distributing accurate tutoring schedules, communicating with the undergraduate Tutoring Club lead, organizing logistics.

Assists with the recruitment, hiring, training, and advising of undergraduate student staff that support all OAI programs, but primarily works with the social media, website, and newsletter undergrad leads.

Supports undergraduate staff, including approving time-reports, providing training as necessary, and assessing student development and progression. Meets with student staff periodically to facilitate student development in leadership, communication skills, project coordination and establishing project goals.

Compensation Range:

$24.66-$26.36

Department Website:

https://engineering.uci.edu/about

Required:

At least 3 years of experience with administrative support (calendaring, travel, arrangements, meeting scheduling receptionist, etc.), preferably in Student Affairs or related setting in an academic institution of higher learning with an emphasis on working with diverse populations. Excellent oral and written communication skills to interact and build positive relationships with students from diverse backgrounds, administrators, program staff and faculty across disciplines, donors and industry constituents. Ability to organize a diverse workload, to prioritize projects, and to establish strategies and action plans to achieve targeted objectives and solve-problems in a strategic manner. Demonstrated ability to prioritize workload; ability to work independently and use initiatives, as well as collaborate with SSoE faculty, staff, and students to achieve defined goals. Use initiative to organize and follow through with complex tasks to meet deadlines. Excellent computer skills Windows OS and software programs, including internet, Microsoft Word, Excel, PowerPoint, and Outlook, and other productivity tools. Demonstrated skills in project management, organization, and time management. Ability to research, properly evaluate
information, and prepare concise, well organized reports, summaries, and correspondence. Skill in writing and editing grammatically correct business correspondence such as brief memoranda and letters from written or oral instructions in order to perform administrative duties. Skill in editing, proofreading and preparing documents with ability to be attentive to detail. Experience coordinating student programs and events and working with vendors. Ability to establish and maintain effective working relationships and to exercise judgment, tact, and professionalism in interactions with colleagues, faculty, staff, students, campus and non-campus administrators and business and community leaders, and representatives from other institutions and organizations. Proven ability to manage and prioritize a workload with multiple deadlines, frequent interruptions, and changing priorities. Bachelor’s Degree.

Preferred:

Knowledge of UCI accounting policies, Kuali Financial System and skill in preparing accounting forms such as invoices, travel vouchers, purchase orders, and check requests. Understanding and knowledge of the requirements for admission to colleges and universities. Experience in communications and graphics design preferred. Bilingual Spanish/English (reading, writing and speaking) to communicate with the students and the families of the diverse student body being served. Experience/expertise working with students with an interest in engineering or computer science students is a plus.

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.