Receptionist 2021- 27997

Updated: Dec 7, 2021
Location: UC Irvine Campus
Job Type:
Department: MAE Department Accounts

Job Opening ID: 27997
Reports To: Administrative Manager I
Working Title: Receptionist
Department: MAE Department Accounts
Bargaining Unit: CX
FLSA: Non-Exempt
Payroll Job Code: 004722
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: M-F, 8-5
Employee Class: Career

Position Summary:
The Department of Mechanical and Aerospace Engineering (MAE) in the Samueli School of Engineering is a diverse, fast-growing community of 31 full-time faculty, and 9-affiliates, with numerous nationally and internationally recognized with honors and awards. There are dozens of professional researchers, 175+ graduate students, and over 1243+ undergraduates in nationally and international recognized programs. With a multitude of national recognition, MAE is highly ranked by US News and World Report for its Undergraduate and Graduate academic programs. MAE has five major research thrusts with approximately $4.8M of related research expenditures; six-world class center affiliations and an impressive list corporate affiliate.

The incumbent in the position acts as the first point of contact in person and by telephone for the Department of Mechanical and Aerospace Engineering in the Henry Samueli School of Engineering and is responsible for providing administrative and clerical support for the office and department. Incumbent receives and screens all visitors and interacts with all level of university administration, faculty, staff, students, distinguished guests and diverse public and industry constituents. Person receives and screens incoming calls and responds to requests for information. Incumbent is responsible for all front desk functions, including MAE conference rooms reservations and upkeep of rooms; receiving, logging, distributing packages and mail; handling all key requests, including key deposits, key inventory, key database maintenance; maintaining faculty office hours list, faculty information and faculty listing. Person is responsible for office and kitchen supply inventory and purchase, office equipment maintenance, building repair requests.
Office of the Chair Reception and Coordination

Stationed in the reception area of the MAE Chair Office, acting as first point of contact for department. Receives all visitors and interacts with all levels of university administration, faculty, staff, students, distinguished guests and diverse public constituency in a professional and courteous manner, using the utmost tact and diplomacy appropriate to the MAE Chair Office.

Maintains confidentiality and exercises discretion with important and sensitive information.

Attends to all calls, emails, visitors promptly and with enthusiasm.

Effectively answers or routes requests in a responsive and professional manner.

Handles all department key requests, including updating key database/inventory and handling cash.

Reconciles key deposits on a monthly basis, and updating Excel spreadsheet.

Responsible for conference room schedules under the control of MAE Department.

Maintains upkeep of reception and conference areas, including furniture.

Serve as back-up to Department Operations Lead.

Overall operations of front desk including incoming/outgoing mail and deliveries, appropriately logging incoming deliveries and contacting package owners, and properly delivering mail.

Responsible for check distribution.

Maintains office equipment, including calling for repairs/service.

Maintains office supplies by keeping track of inventory, including copy, office, mail and kitchen supplies.

Contacts Facilities with required repairs.

Maintains and updates MAE Faculty Information Board at the front desk.

Maintains and updates quarterly Faculty Office Hours for MAE Department.

Administrative Support and Other Duties

Manages issuing and collection of keys for MAE Department, creating and maintaining new key database, as well as physical key storage system;
responsible for keeping records up to date, including making sure there are enough keys for distribution

Process PO’s and reimbursements for MAE Department as needed

Prepares and types wide variety of documents as assigned

Assists Department Operations Analyst with ABET functions

Assists the MAE Department with special projects and assignments

Cross trains with other office administrative support staff and completes variety of additional duties and assignments in support of overall operations of the MAE Chair Office

Compensation Range:
$24.66 - $26.36

Department Website:
https://engineering.uci.edu/dept/mae

Required:
Proven organizational skills to independently evaluate, prioritize and follow through in completing a variety of work assignment given by more than one individual with minimal instructions and in an environment with competing priorities and deadlines, along with frequent interruptions.
Excellent and highly professional interpersonal skills to interact diplomatically with diverse personalities and to exercise judgment and tact in interactions with individuals on and off campus.
Demonstrated experience and skill in providing all aspects of administrative support in an executive office.
Excellent verbal skills to speak clearly and distinctly, using correct English to communicate effectively, professionally and courteously on the telephone, via email and in person with a wide variety of individuals.
Good written skills and understanding of the rules of English grammar and syntax to write, edit and proofread clearly and concisely reports, correspondence, and other written documents.
Effective ability to handle sensitive information and requests while maintaining confidentiality and exercising discretion.
Ability to uphold University policies regarding the treatment of confidentiality and exercising discretion.
Detail-oriented, with minimal errors.
Ability to read financial reports to help Department Manager with account reconciliation.
Skill to establish and maintain office files and to develop system for tracking and updating variety of information.
Skill to establish and maintain key inventory and to develop database for tracking key access.
Skill and strong ability to use a personal computer and word processing, spreadsheet, database computer software, graphics and the Internet.
Skill to perform a variety of administrative projects, including scheduling travel, lodging, planning meetings, creating schedules and coordinating events.

Preferred:
Bachelor’s degree or equivalent education and experience in business related field.
Knowledge of the University purchasing, reimbursement system and its policies and procedures.
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.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.