Business Office Analyst 2021- 28909

Updated: Dec 21, 2021
Location: UC Irvine Campus
Job Type:
Department: Electrical Engr & Computer Sci

Job Opening ID: 28909
Reports To: Administrative Manager 1
Working Title: Business Office Analyst
Department: Electrical Engr & Computer Sci
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 007376
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5 M-F
Employee Class: Career

Position Summary:

Founded in 1965, the Samuei 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 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 Department of Electrical Engineering and Computer Science (EECS) is one of six academic Departments in the Samueli School of Engineering at UCI. Staff are responsible for administrative and technical duties associated with approximately 120 employees. With 40 faculty, approximately 1,136 undergraduates and 321 graduate students, we are home to nearly one-third of the engineering student body, and have internationally renowned faculty who are top experts in their field. The Department of EECS is committed to an integrated view of the
electrical engineering field - ranging from microscopic (even nanoscale) devices all the way to architectures, communications and software design - everything from electrons to programs.

Under the supervision of the Department Chair and Chief Administrative Officer (CAO), the Business Office Analyst independently conducts responsible and complex administrative analysis and supports a wide ranging number of assignments and responsibilities. This position serves as a high-level executive to the Chair, coordinates a wide range of administrative support including complex calendaring, scheduling and special projects for the Chair. The responsibilities of this position encompass a wide-range of administrative and managerial duties, including internal and external communications to students, staff, faculty, advisors and others using a variety of platforms. This position will also support the CAO and department administration as needed. Supports the CAO with a wide range of operational analysis, planning, and general department operations such as equipment management, department purchasing/reimbursement needs, key management, office operations and related logistics. Coordinates a broad range of administrative functions, resource management and confidential administrative assignments. Initiates and provides support for various department projects as needed and also provides high level administrative and analytical support, event coordination, and financial analysis.

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<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tr>
<td>60</td>
<td>Yes</td>
<td>Administers a defined operational program &amp; department operational activities in support of the Department Chair and Chief Administrative Officer. Including calendaring, scheduling, event and/or meeting coordination, attendance and management of required logistics - venue, catering, invitations, reminders, minutes, zoom links and wrap up/follow up on open items. Supports the development and implementation of communications to wide range of stake holders and events. Gathers, analyzes and manages resource online data sources for the department and serves as point of contact and training source for all stake holders; prepares reports, write ups or analyses of operational activities, meetings, evaluates current and proposed services, assesses trends, analyzes and provides recommendations. Coordinates, creates, processes and schedules travel &amp; lodging arrangements, purchases and reimbursements, office service maintenance and agreements. Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor or related entity concerns. Secures details, documents and itinerary of events. Maintains organized records.</td>
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<td>25</td>
<td>Yes</td>
<td>Provides support and analysis for campus-based budgets. Manages department expenditures and various budgets as directed. Performs monthly general and payroll ledger, reconciliation and support for fiscal year end closing, audits or related actions.</td>
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Participates in the development and revision of standard operating procedures and guidelines. Maintains timely updates for websites, drives, data bases, social media accounts. Assists with the draft, development or proof read of communications, reports, newsletters, Year-in-Review publications, as needed and assigned.

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<th>15</th>
<th>Yes</th>
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<td>Manages department service operation functions – facility service requests, maintenance support, mailbox management, shipment/delivery company account maintenance, key management,</td>
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<tr>
<td>Provides tracking and analysis of quarterly Course Materials Fees (CMF); processes expenses and reconciles accounts. Assists CAO with CMF and UROP budgets associated with senior design projects.</td>
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**Compensation Range:**

$23.47

**Department Website:**

[https://engineering.uci.edu/dept/eecs](https://engineering.uci.edu/dept/eecs)

**Required:**

- 3-5 years of experience or a combination of education and experience.
- Bachelor's degree in related area and / or equivalent experience / training.
- Manages department service operation functions – facility service requests, maintenance support, mailbox management, shipment/delivery company account maintenance, key management, |
- Provides tracking and analysis of quarterly Course Materials Fees (CMF); processes expenses and reconciles accounts. Assists CAO with CMF and UROP budgets associated with senior design projects. |
- Ability to use sound judgment in responding to issues and concerns. Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing. Solid organizational skills and ability to multi-task with demanding timeframes. |
- Working knowledge of common organization-specific and other computer application programs. Ability to maintain confidentiality of records and information. Ability to maintain a high level of confidentiality and discretion in handling sensitive matters. Ability to work independently and collaborate in a team environment supporting the goals and mission of the Department, School and Campus. |
- Skill and ability provide quality customer service to a wide range of internal and external stake holder through timely communication, response support and assistance. Ability to analyze issues, situations and workload to assess and execute appropriate actions. Demonstrated experience with (or ability to be quickly trained on) online tools used in the university environments, such as: email, google suite (drive, docs, sheets, forms, sites, etc), slack, wordpress/wiki, and other modern software and project management tools. This is in addition to the more traditional Microsoft Office programs (especially Microsoft Excel and Word) Adobe Acrobat programs, as well as UC/UCI specific applications. Ability to work independently and follow through on assignments with minimal direction and take necessary initiative to eliminate or mitigate potential negative effects. Attention to detail and striving for
high standards. Demonstrated ability to understand and analyze complex financial budgets, including retrieving data from the financial systems.

**Preferred:**

Must be familiar with University administrative organization, policies, procedures, and practices. Working Experience with UC budgets, permanent department budget and accounting. Knowledge of Kuali Financial System (KFS), UC Path, ZotPortal. Familiarity with UCI/UC administrative organization, policies, procedures, and practices. Knowledge campus resources for students/faculty/staff. These may include but are not limited to the following: University Ombudsman, Counseling Center, Career Center, LARC, Disabled Student Services, Placement Office, LGBT Resource Center, Cross Cultural Center, UROP, Composition Office. Experience with student academic hiring practices and procedures. Familiarity with the Kuali Financial System.

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.