Recruitment Number: 4784

Business Office Analyst – 7244

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Reports To: MSO IV

Working Title: Business Office Analyst

Cost Center: CEE Department Accounts

Bargaining Unit: 99

FLSA: Non-Exempt

Job Code: 007244

Job Location: UCI Campus - Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Appointment: Career

Position Summary:

Under the general supervision of the Department Manager in the Department of Civil and Environmental Engineering (CEE), the Business Office Analyst will provide a full-range of administrative functions in the daily operations of the Department. The incumbent provides extensive administrative support to the CEE Graduate Program under the direction of the Graduate Program Coordinator to ensure the goals and objectives of the program are met, and provides support for special projects as needed. The Assistant Analyst also serves as the CEE Affiliates Coordinator in providing administrative assistance to our Industry Partners Group. The incumbent will also provide support for special events and faculty recruitment, including but not limited to coordinating site visits, securing special speakers, identifying venue location, agenda setting, travel arrangements and travel reimbursements. Assist with the monthly expenditure review and general ledger reconciliation of departmental accounts, identify problems and recommend solutions.

Compensation Range:

$21.54 - $25.42

Department Website:
Administrative Management and Support – 40%

Assists the MSO with operational analysis, planning, and coordination of a broad range of administrative functions related to the office of the Chair and the Department’s Business Office.

In conjunction with the MSO establishes administrative procedures for office operations and use of resources (e.g., mail distribution, phones, copying, printing, room scheduling). Exercises judgment in the selection and implementation of appropriate methods and policy applications to meet a variety of needs. Recommends alternative approaches to administrative operations as necessary.

Acts as departmental point of contact on all administrative matters for the Department, and is liaison to the CEE faculty, the CEE Department Office, CEE students, HSSoE Dean’s Office, and other campus administrative offices.

Responsible for the preparation and organization of all facilities management requisitions, telecommunications requests, and key requests. Manage issuance and collection of keys, ensure appropriate authorizations are obtained, forms are completed, and deposits are received as required. Manage and maintain key log online and reconcile inventory of keys and keycards. Complete and submit orders requesting additional keys and key cards from the UCI Lock Shop as needed to maintain adequate inventory. Maintain strict security of all student key deposits and ensure organization is maintained for future reimbursement of deposits.

In conjunction with the MSO coordinate recruitment visits and seminar visitor events related to travel, hotel, agendas, etc. Responsible for special events, as assigned to including school wide events and department activities. Assists with general department functions when guests, groups or other events require additional staff support. Under the direction of the Department Manager completes special assignments and/or projects as needed. Faculty Support as needed. Takes initiative as assigned by the Department MSO and Chair.

Undergraduate and Graduate Program Assistant – 30%

Assist CEE Graduate Program Coordinator in researching, documenting, compiling, summarizing and presenting data to facilitate informed discussion of graduate program issues, and/or for surveys, proposals and reports.

Under the supervision of the Graduate Program Coordinator, assist with database issues related to downloads of the CEE graduate applications to the various concentrations via SLATE/GATS. Provide support with developing and implementing procedures to assure proper transfer of all application documents. Provide assistance with responding to a large volume of national and international email inquiries about CEE Graduate program.

Provide administrative support to the Graduate Program Coordinator with all matters relating to the graduate program including planning, graduate policies, procedures and programs. Under the supervision of the Graduate Coordinator, prepare reports regarding department graduate program data, statistics, student progress, and maintain all active graduate student files.

Provide support as needed with student’s quarterly registration, scheduling of prelim and advancement exams, thesis defense, etc. Under the supervision of the Graduate Program Coordinator, maintain course records and class descriptions, prepare course revisions and/or new listings, and prepare and update graduate program information on the CEE Department website.

Coordinate textbook and desk copy orders. Work with instructors, the bookstore and library to obtain the necessary materials required for courses to be conducted. Prepares items to be put on reserve at the campus libraries as needed.
Update database with prospective, present, and alumni graduate student information and provide periodic data reports to the Graduate Coordinator and Advisor. Assist with all departmental events related to undergraduate (advising) and graduate students.

**Financial Analysis/Purchasing – 20%**

Under general supervision responsible for processing and follow up on all departmental purchasing activities including managing petty cash fund. Process PO’s and reimbursements for CEE Department as needed. Compiles and reconciles back-up documentation with all purchase orders. Resolves complex problems with vendors. Ensures the completeness and accuracy of all financial transactions and resolve discrepancies.

Establishes and maintains a thorough accounting system for department funds reconciliation responsibilities to track, maintain and reconcile financial data using on-line KFS ledger systems. Performs year-end fiscal closing functions in conjunction with the Department Manager.

**Affiliates Coordinator – 10%**

Serves as the point of contact for the Department’s Affiliates Program. Attends all meetings, assists in the determination of action items, takes and distributes meeting minutes, and researches all necessary action items for the Affiliates President and/or Department Chair. Coordinates sub-committee meetings as directed by Chair or MSO, takes and distributes meeting minutes, and serves as administrative contact for the sub-committees. As directed, attends and coordinates events hosted by the Affiliates such as Bi-Annual Alumni Event, Annual-Golf Event, Field trips, etc.

Assists in organizing Affiliate events, including reserving meeting space, hotel selection, meals/catering arrangements, parking arrangements, audio/visual coordination, invitations and RSVP’S. Maintains a database of all current Affiliate members and their level of participation.

Serves as membership/gift coordinator for the Affiliate’s Program. Duties include - preparing and sending annual membership invoices, gift acceptance forms and thank you letters; collecting and depositing all membership and gift checks received.

Coordinates all details for monthly and quarterly meetings. Prepares agendas and event materials as directed, including registration materials (sign-in sheets, nametags, etc.), event flyers, attendance reports, surveys, proceedings, notebooks, and programs. Prepares invitations, mailing list updates, and coordinates event registration with attendees. Works with the University Club or other locations to ensure that all event details are covered. Coordinates with speakers to confirm participation and ensure that all necessary information has been provided. Responsible for on-site registration and general event support.

Maintains historical financial documents, correspondence, photos, minutes, emeritus scholarship awards, quarterly meeting agendas, and other relevant information.

**Required:**

Demonstrated ability to work as part of a team and to develop and maintain professional and effective working relationships with faculty, staff, students, campus administrators and professionals in outside agencies, and potential funding sponsors. Excellent verbal, written and electronic communications skills. Prior event planning experience. Demonstrated skills to independently analyze difficult or unusual situations, interpret data, define problems and/or objectives, identify relevant factors and formulate logical conclusions. Demonstrated ability to maintain a high level of confidentiality and sensitivity and to exercise judgment, tact, and professionalism in all interactions. Demonstrated ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities. Excellent professional interpersonal skills to interact diplomatically with diverse personalities and to
exercise judgment and tact in interactions with individuals on and off campus. Experienced in using Microsoft Office Suite. Demonstrated skills to independently analyze difficult or unusual situations, interpret data, define problems and/or objectives, identify relevant factors and formulate logical conclusions.

Preferred:

Knowledge of University organizational structure, policies and procedures, and protocols related to academic unit administration. Bachelor’s degree or equivalent combination of education and experience.

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.

Below are general guidelines on the position’s physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.

Physical Requirements:

Bend: Occasionally
Squat: Occasionally
Crawl: Occasionally
Kneel: Occasionally
Handle Objects: Frequently
Push/Pull: Constantly
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift Loads up to 25-50 lbs: Occasionally
Read/Comprehend: Constantly
Write: Constantly
Perform Calculations: Constantly
Communicate Orally: Constantly
Reason and Analyze: Constantly
Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Elevated Work Location: Occasionally
Radioactive Materials: Not Applicable
Temperature Variations: Not Applicable
Gas Systems: Not Applicable