



Department Operations Supervisor –

2020-25341

Updated: Oct 12, 2021

Location: UC Irvine Campus

Job Type:

Department: MAE Department Accounts

Job Opening ID: 25341

Reports To: Chief Administrative Officer (CAO)

Working Title: Department Operations Supervisor

Department: MAE Department Accounts

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 007376

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule:

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 recognitions, 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.

In support of the Department of Mechanical and Aerospace Engineering, and under the general supervision of the Department Chief Administrative Officer, the Department Operations Supervisor supervises the operations of MAE, including front office; supervises the daily functions and responsibilities of the Front Desk Receptionist and Program Coordinator; serves as the primary contact for MAE UG courses, including course and room assignments; works on all

scheduling of MAE UG and Grad courses; incumbent also provides general administrative support for Department and conducts special projects as needed.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
80%	Yes	Supervise front desk reception position and Program Coordinator.
	Yes	Administers a defined operational program or activities which include some of the following functions: finance, facilities, space planning & assignment, student services, front desk reception work, department operations.
	Yes	Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services, etc.
	Yes	Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
	Yes	Develops and maintains budgets.
	Yes	Participates in the development and revision of standard operating procedures and guidelines, including manage office maintenance scheduling, including routine cleaning, seasonal cleaning (i.e., carpets), repairs, maintenance, furniture appropriation.
	Yes	Responsible for daily operations and inventory of departmental key administration, including managing key database, auditing key inventory and ordering key replacement, tracking deposits/refunds and cash reconciliation Maintain record of all office equipment, including purchase, service, maintenance contracts, office and department supply inventory
	Yes	Conducts trend analyses and helps develop resulting recommendations.
	Yes	Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.
	Yes	Oversees the successful scheduling and logistical execution of class project scheduling in the Department of Mechanical and Aerospace Engineering.

		<p>Ensures that project courses are set-up, enrollment issues are addressed, and authorization code requests, working with The Curriculum, Analytical Studies & Accreditation unity (CASA) as needed.</p> <p>Oversees coordination of project meeting rooms, workspace and scheduling classes, related projects, class expectations and student support through faculty advisors</p> <p>Oversees the organization of senior student project groups for Design Review held every quarter, including the attendance of all meetings associated with the event</p> <p>Ensures that communication with alumni and corporate contacts involved in Design Reviews</p> <p>Ensures the collection of all reviews and final presentations for accreditation process</p> <p>Ensures that reconciliation of course materials fees is completed.</p> <p>Oversees the management of MAE student Engineering clubs.</p> <p>Oversees communications with sponsors & donors.</p>
	Yes	<p>UNDERGRADUATE and EDUCATION COORDINATOR</p> <p>Main liaison and point of contact with the SSoE Curriculum and Accreditation office regarding Schedule of Classes: communicating course changes, requests for authorization codes, instructor changes.</p> <p>Provide support to Chair with Teaching Plan for MAE and dissemination of information with the SSoE Curriculum and Accreditation office.</p> <p>Provide support to MAE Accreditation Assessment team including tracking deadlines, distribution and collection of required material from Faculty and TAs, providing information as required.</p> <p>Provide support to MAE Undergraduate Advisers including setting up advising sessions as needed.</p> <p>Assist Faculty with textbook orders.</p>
20	Yes	<p>FINANCE ANALYST</p> <p>Course Materials Fees responsibilities including: properly log and monitor course materials fees on a Quarterly basis; process expenses and reconcile accounts; assist CAO with course materials fees budgets associated with senior design projects and EDI; assist CAO with course materials fees and service reporting; assist CAO with course materials fees and service proposals.</p>

		<p>Serve as back-up to CAO as secondary approver for KFS documents.</p> <p>Assist CAO with department account reconciliation, including fiscal closing.</p> <p>Reconcile all Fed Ex expenses and manage Fed Ex account.</p> <p>Assist in reconciling general and payroll ledgers.</p> <p>Process PO s and reimbursements as needed.</p>
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Compensation Range:

Hourly: \$21.98 - \$27.78

Department Website:

<https://engineering.uci.edu/dept/mae>

Required:

Three years of experience or a combination of experience and education.

Bachelor's degree in related area and/or equivalent experience/training.

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Serve as back-up to CAO as secondary approver for KFS documents.

Assist CAO with department account reconciliation, including fiscal closing.

Reconcile all Fed Ex expenses and manage Fed Ex account.

Assist in reconciling general and payroll ledgers.

Process PO's and reimbursements as needed.

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 use discretion and maintain confidentiality.

Demonstrated ability to work as part of a team and to develop and maintain professional and effective working relationship with faculty, staff, students, campus administrators, and professionals in outside agencies, and potential donors.

Demonstrated experience and skill in providing all aspects of administrative support in an executive office.

Demonstrated skills to independently analyze difficult or unusual situations, interpret data, define problems and/or objective, identify relevant factors and formulate logical conclusions.

Skill and ability to pay close attention to details and produce work with minimal errors.
Ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities, with minimal direction.
Ability to maintain a high level of confidentiality and sensitivity, and to exercise judgment, tact, and professionalism in all interactions.
Strong organizational skills.
Experienced in advanced features of standard computer software: Word, Excel, Power Point, database computer software, and the Internet.
Effective ability to help develop staff optimum staff performance through coaching, guidance, and mentoring.
Uses effective ACHIEVE and or performance management techniques, resources, and tools.
Possess effective supervisory skills with the ability to effectively coach, mentor and develop staff. Develop and direct daily work priorities.

Preferred:

Experience using KFS financial systems.
Demonstrated ability to understand and analyze financial budgets, including KFS reporting.
Familiarity with University administrative organization, policies, procedures, and practices.

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.