Requisition # 2020-6928
EECS Chair and MSO Executive Assistant - (TC 7244)

Recruitment Number: 6928
Reports To: MSO
Working Title: EECS Chair and MSO Executive Assistant
Cost Center: ELECTRICAL ENGR & COMPUTER SCI
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:

Reporting to the Department Chair and Department Administrator, under supervision, the Administrative Analyst independently conducts responsible and complex administrative analysis requiring a high-level knowledge of University administrative organization, policies, procedures, and practices; and performs other related duties as required. This position serves as a high-level executive to the Chair, coordinates a wide range of calendar, travel, lodging and reimbursement support ranging in complexity. The responsibilities of this position encompass a wide-range of administrative and managerial duties, including internal and external communications to wide range of audiences using a variety of platforms. This position will also serve in a backup capacity to the MSO and other staff positions within the Department of EECS as needed. Supports the MSO with a wide range 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, financial analysis and operational support for the Department.

Compensation Range:

$21.54-$25.42

Department Website:

http://engineering.uci.edu/dept/eecs

First Essential Function
Percent of Time:  50%

EXECUTIVE ASSISTANT TO THE CHAIR

Supports the Department Chair as needed, including but not limited to the following functions.

Independently coordinate daily and long-range calendaring support to the Chair. Includes recurring meetings, committee meetings and requested one-on-one meetings. This includes prioritizing flow of information for best use of time and resources, filing and retrieval of records, scheduling and coordinating meetings with various constituencies ensuring that the Chair is kept abreast of pertinent information.

Attends meetings as requested by Chair. Writes, summarizes and maintains minutes. Assists with writing reports and follow-up items.

Arrange and schedule travel plans for Chair to include booking of flights and hotels, as well as methods of transportation to be used for the travel, in accordance with University policies and procedures

Arrange travel plans including airline and hotel for department visitors.

Complete, compile and submit travel reimbursements. Follow up to ensure payment was completed.

Assists the Chair with internal and external written communications with faculty, students, administration, industry and others as appropriate. This includes in-person, email, slack, google suite tools (drive, calendar, docs, sheets, forms, sites/wiki), and other modern online tools used for online interactions at UCI.

Helps chair keep track of budget-related items for the department.

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

Second Essential Function
Percent of Time:  30%
ASSISTANT TO THE MSO/Administration
Supports the MSO with operational analysis, planning, and general department operations. Coordinates a broad range of administrative functions, resource management and confidential administrative assignments.

Works with MSO to continually improve services offered;

Creates department purchase and supply orders as needed. Maintains records of all office equipment as well as purchase and service/maintenance contract.

Responsible for the preparation of all facilities management requisitions.

Manages the Department key inventory and database. Issues and collects keys for department-owned spaces; creates and maintains key database and secure key storage system. Ensures key inventory is appropriately stocked. Responsible auditing and reporting as needed.

Manages office maintenance scheduling (i.e. routine cleaning, seasonal cleaning, repairs, maintenance) as needed.

Responsible for all items associated with the timely processing and tracking of travel/lodging, purchasing, reimbursements, parking permit reservations, event expenses along with document submission; ensures accuracy in all related documents and itineraries. Communicates with purchasing and reimbursement offices to inform requestors of status updates.

Provide management support and analysis for the campus base (permanent) budget and staffing list system (Kuali Budget Module). Manages department expenditures and various event budgets as directed.

Provides management support and analysis for the campus based (permanent) budget and staffing list.

Download and maintain database to track department-paid phones, including usage reconciliation.

Provides tracking and analysis of quarterly Course Materials Fees (CMF); processes expenses and reconciles accounts.

Assists MSO with CMF and UROP budgets associated with senior design projects.

Responsible for department mailing and Fed Ex/DHL/UPS shipping account maintenance and reconciliation. Manages all mailboxes.

Performs monthly reconciliation and reviews of KFS general ledger for purchasing, travel, misc expenses and payroll ledgers.

Maintains appropriate tracking and filing systems as well as backup documentation for audit purposes.

Performs monthly reconciliation and ledger review for department funds as needed.

Provides reporting and support for all fiscal closing functions as needed.
Special projects: responsible for special assignments and projects assigned by Chair (and MSO) as appropriate.

Third Essential Function
Percent of Time: 20%

EVENT MANAGEMENT
Serves as the primary coordinator and contact person for all EECS meetings and events hosted by the Department. Primary examples are: faculty meetings, monthly graduate student gatherings, recruitment and visits, yearly retreat, and special meetings.

Plans, coordinates and assists meetings and special events. This includes writing agenda, scheduling and reminding, room reservations, purchasing and reimbursement, catering, arrangements for hosting visitors, ensuring room is cleaned up. Writes meeting minutes and uploads to shared file.

Coordinates with UCI Catering or other food services. Develops and maintains contacts with a wide variety of vendors in order to secure materials and services.

Provides overall support and communications for all visitors. Sets up itineraries along with travel and reimbursement arrangements.

Required:

Strong interpersonal skills and the ability to communicate effectively with campus administrators, faculty, staff and students from a variety of ethnic, social and educational backgrounds and to provide information, identify problems and develop solutions in a diplomatic and professional manner.

Ability to exercise effective decision skills aimed at accomplishing target goals

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, word press/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 Kuali Financial System.

Excellent writing ability to produce clear and concise documents and analytical reports.

Ability to maintain confidentiality of records and information. Ability to maintain a high level of confidentiality and discretion in handling sensitive matters.

Must be familiar with University administrative organization, policies, procedures, and practices.

Organizational and time-management skills to prioritize multiple projects.

1-3 years of experience with BA/BS and/or a combination of equivalent education and experience

Preferred:

Working Experience with UC budgets, permanent department budget and accounting.

Knowledge of Kuali Financial System, 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, and Composition Office.

Experience with student academic hiring practices 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.

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: Not Applicable
Crawl: Not Applicable
Climb: Not Applicable
Kneel: Not Applicable
Handle Objects: Occasionally
Push/Pull: Occasionally
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: Not Applicable
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not Applicable
Construction Activities: Occasionally
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Not Applicable
Confined Spaces: Not Applicable
Elevated Work Location: Not Applicable
Radioactive Materials: Not Applicable

Temperature Variations: Occasionally

Gas Systems: Occasionally