Graduate Coordinator - 27988-1A

Updated: Dec 9, 2021
Location: UC Irvine Campus
Job Type:
Department: EECS Department Accounts

Job Opening ID: 27988
Reports To: Administrative Manager I
Working Title: Graduate Coordinator
Department: EECS Department Accounts
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 004574
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5 M-F
Employee Class: Career

Position Summary:
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.

Applies professional student services concepts. Provides varied student services to students, faculty, and department / school / college management. Works on moderately complex issues. Receives assistance on more complex issues. Under the general supervision of the Chief Administrative Officer, the individual is responsible for providing high level, independent analytical and finance support for the graduate programs in the Department of Electrical Engineering and Computer Science. Responsibilities include graduate student administration, graduate program admission and application processes, maintaining graduate student records, generating interpreting and preparing data in a variety of reports. Participate in graduate student orientation, policy establishment, registration, evaluation and admitted graduate student

administration. Assist with commencement. Provides financial support for the department graduate program based on sources of funding using KFS, FWA and Graduate Database. Supports CAO with account set up, expenses, reports and fiscal closing actions. Ensures gifts and other grant funds are set up in KFS and available for graduate students including projects, stipends and fees. Approves, tracks and analyzes project funds including account set up, fund transfers, reconciliation and approvals. Provides organizational and administrative support for department visitors including travel reimbursements. Participates in special projects as needed. In an effort to meet department goals and objectives, the incumbent must possess exceptional organizational and superb analytical and problem-solving skills, as well as the ability to handle heavy responsibility while maintaining professionalism in all aspects of duties and friendly interactions with faculty, staff, students and visitors.

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<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>50%</td>
<td>Yes</td>
<td>Applies professional student services concepts in providing a variety of student services to the student population served by the organization, and to faculty and management within that organization. Recruitment and Admissions: Implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic transcripts for degree eligibility; initiates and arranges student recruitment visits. Provides basic information about moderately complex student immigration and visa processes to international students and scholars. Assists with preparation of student immigration and visa files. Financial Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options. Updates and analyzes quarterly Graduate Student tracking report for financial support for Graduate students. Academic Advising: Provides advice and assistance to students on academic and degree progress and major requirements; assists students in determining a major, alternative academic options, resolve scheduling conflicts, and provide support throughout their program until graduation.</td>
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<tr>
<td>10%</td>
<td>Yes</td>
<td>Gathers and analyzes financial and other resource data, updates existing excel data tracking sheet. Creates excel reports from various database, KFS, and Grad student sources as needed. Sets up, monitors and reconciles expenses related to graduate programs including the Graduate EECS organization, applicable grants and gifts.</td>
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Reviews ledger reports from KFS for account analysis, fund transfers, account set up, reconciliation of expenses, and any other related system transactions.

Working with the School marketing department, updates the Departmental website.

| 40% | Yes | Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. |
| 40% | Yes | Student Orientation: Conducts orientations of new students. |
| 40% | Yes | Assists in organizing and advertising job fairs. |
| 40% | Yes | Events: Coordinates and implements non-complex student events and assists in the planning and implementation of complex events. |
| 40% | Yes | Refers students to the Career Center. |

Compensation Range:
$24.72

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

Required:
Bachelor's degree in related area and / or equivalent experience / training. Knowledge of advising and counseling techniques. Analysis of reports and data Ability to multi-task; verbal and written communication skills. Interpersonal skills. Multicultural competencies; ability to work with diverse populations. Basic knowledge of student immigration and visa processes pertaining to international students and scholars. Ability in problem identification and reasoning. Skills in service orientation, organization, active listening, and critical thinking. Knowledge of University processes and procedures. Understanding of University rules and regulations. Excellent writing, editing, and proofreading skills and the ability to compose letters, memoranda, and other documents using word-processing, spreadsheet, and database software. Demonstrated ability to communicate effectively and kindly with a broad range of individuals, including students, faculty, administrators and general public. Demonstrated ability to work as part of a team and to develop and maintain effective and cooperative working relationships with faculty, staff, campus students and all others. Skill in managing and organizing filing systems. Ability to independently problem solve and find answers to questions using available resources (supervisor, coworkers, internet, KFS, HSSoE colleagues, Grad Division website, etc.).

Preferred:
Knowledge of University-specific computer application programs and pertinent database including the following: Slate, Kuali Financial System, FWA, CMSF, Microsoft Office (Word, Excel, Power Point, Outlook), Docusign. Knowledge of units on campus as referral services for students/faculty/staff including but not limited to: Ombudsman, Counseling Center, Career Center. LARC. Disabled Student Services, Placement Office, LGBT Resource Center, Cross Cultural Center, UROP, Composition Office.
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.