



## Graduate Coordinator - 48860-1A

Updated: Feb 3, 2023

Location: Irvine-Campus

Job Type:

Department: Mechanical & Aerospace Engr

**Job Opening ID:** 48860

**Reports To:** Chief Administrative Officer

**Working Title:** Graduate Coordinator

**Department:** Mechanical & Aerospace Engr

**Bargaining Unit:** 99

**FLSA:** Non-Exempt

**Payroll Job Code:** 004574

**Job Location:** UCI Campus- Irvine

**Percent of Time:** 100%

**Work Schedule:** 8-5

**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.

Under the general supervision of the Chief Administrative Officer (CAO) the Graduate Advisor, the incumbent is independently responsible for creating, implementing, and coordinating an aggressive graduate student recruiting effort for the Department of Mechanical and Aerospace Engineering. As an integral member of the recruitment team, the incumbent will provide academic advising, recruitment and admissions: Financial Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options; provide student orientation; event coordination via the following responsibilities. 1) Identify ways to increase the pool and ultimate enrollment of top-quality graduate applicants; 2)

Represent the department and improve the effectiveness of the department’s contact with the applicants, create and carry out activities and events that will increase the visibility of the department’s graduate program; 3) Design and implement new administrative procedures and advanced computer processes to speed the evaluation of applicants; 4) Identify and provide alerts of outstanding candidates; 5) Prepare letters of admission/support, including working with personnel/payroll admin on the allocation of support funds; 6) Facilitate the handling of graduate student forms to be signed by the Graduate Advisor and/or the Department Chair; 7) Provide follow-up or expedited handling as needed; 8) Provide analysis and compile reports of a statistical and financial nature. Under the direction of the CAO, incumbent provides administrative assistance as needed.

**Total Compensation:**

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

**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)
5	Yes	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.
20	Yes	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 similar issues. Provide general information to current and

		<p>prospective MAE students on academic degree requirements; advise on required exams (GRE and TOEFL) and necessary language skills for foreign students</p> <p>Assist current graduate students with identifying obstacles to academic goals and progress; evaluate information from various campus sources and notify students when action is necessary, including issues about enrollment, grades, SEVIS, Grad Division petitions and deadlines</p>
20	Yes	<p>Recruitment and Admissions: Implements outreach programs with specifically with the Mechanical and Aerospace Engineering Department (MAE); advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic and foreign transcripts for degree GPA eligibility and conversion; initiates and arranges student recruitment campus visits.</p> <p>In consultation with the Department Chair and Graduate Advisor, identify desirable applicants and develop and implement ways to increase application rate.</p> <p>Coordinate a communication plan, promotional activities and events to increase the visibility of the department with respect to the targeted applicant pool</p> <p>Develop and maintain a professional and rapid response to all applicant inquiries; organize and carry out efficient email correspondence; provide status reports to applicants; serve as the initial contact and department liaison between campus and the School units regarding graduate admission issues.</p> <p>Contribute to the identification and improvement of factors that influence applicant acceptance of admission offers</p> <p>Designs and implements new administrative procedures to increase the speed and effectiveness of applicant compilation, routing and admissions decisions</p>
10	Yes	<p>Financial Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options.</p> <p>Manage graduate funding issues and responsible for tracking/creating spreadsheets on the MAE Block fund, including tracking, analysis, reporting and problem solving; handle all paperwork and entry into FWA system, following all policy and UC/UCI requirements</p>

		Analyze fees/tuition and projections of funding needs, and inform all parties of opportunities available  Analyze funding sources and assist students with processing of grant/scholarship/ fellowship paperwork.
5	Yes	Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student life and conduct.
5	Yes	Student Orientation: Plans, coordinates and conducts graduate student orientations of new students.
5	Yes	Career Counseling: Advises department / college / school students on resume preparation and interviewing.
5	Yes	Events: Coordinates and implements non-complex student events and assists in the planning and implementation of complex events. Set up MAE seminars, including announcements, reception with attendance sign-ins, accommodations for speakers, lunch/dinner reservations and all reimbursements
5	Yes	Assists in organizing job fairs.
5	Yes	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.
5	Yes	Refers students to the Career Center.
10	Yes	Coordinate all aspects of the administration of the Department's Prelim and Qualifying exams  Serve as MAE representative on SOE graduate committees and meetings  Support the school /department with other duties and projects as assigned

\$23.23 - \$40.95 (hourly)

**Department Website:**

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

**Required:**

- Four years of experience and or a combination of experience and education.
- Bachelor's degree in related area and / or equivalent experience / training.
- Knowledge of advising and counseling techniques. Knowledge of University-specific computer application programs and pertinent databases. Ability to multi-task; verbal and

written communication skills. Interpersonal skills. Ability to develop and maintain cooperative and effective working relationships with faculty, staff, students and vendors using excellent verbal, written and electronic communication 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. Organizational skills to work with minimal supervision and independently identify required actions Demonstrated skills to prioritize assignments, work under time constraints and follow-up on problems/tasks to their satisfactory conclusions Skills in service orientation, organization, active listening, and critical thinking. Knowledge of University processes and procedures.
- Understanding of University rules and regulations. Ability to read and comprehend policy, apply policy to varying situations and to effectively and concisely communicate policy to faculty, staff, researchers and students Skill and ability to apply knowledge of a wide range of financial, instructional and employment policies and procedures to determine appropriate action in unusual circumstances Skill and ability to design and implements new administrative procedures to increase the speed and effectiveness of applicant compilation, routing and admissions decisions
- Skill and ability to develop and maintain an alert system for the early identification of exceptional applicants Ability to operate a microcomputer and to effectively use Microsoft Word, Excel, FileMaker, Acrobat, GATS, email and web browser computer programs Ability to read equipment user manuals and provide mechanical assistant with minor repairs Ability to develop and implement new administrative procedures Ability to maintain personal and confidential materials Positive work attitude and ability to function as a team member to meet the goals and objectives of the Department of Mechanical and Aerospace Engineering and Samueli School of Engineering Outstanding attendance Skill and ability to design and prepare statistical reports and conduct analysis on application data as requested by the Department Chair, Graduate Advisor and/or faculty members using information from various repositories. Ability to provide financial account projections, analysis and reports.

### **Preferred:**

- Familiarity with GATS Working knowledge of the policies and procedures of the SSoE and MAE Working knowledge of University policy and procedures governing graduate admissions and application process flows

### **Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

**Closing Statement:**

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](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or [eec@uci.edu](mailto:eec@uci.edu)