Job #2020-4391

PROGRAM ASSISTANT ANALYST/PROGRAM ANALYST (ADMIN ANL – 007243)

Job Summary:
We will be hiring in the Analyst series which includes the following job titles:

Program Assistant Analyst
Program Analyst

The hiring authority will determine the initial job title based on the qualifications of the selected candidate. Please reference each position description for responsibilities as well as skills, knowledge and abilities required/preferred.

Program Assistant Analyst
In support of the Department of Mechanical and Aerospace Engineering, and under the supervision of the Department Manager, the Program Analyst provides extensive support for MAE Department projects. With the push for experiential learning, as noted on Campus and School Strategic Plans, Analyst will handle increased number of student projects and larger enrollments. Primary responsibilities include: overseeing all administrative activity for MAE93/193/189/195, project courses, including Project Design Review held every quarter; oversee all administrative/financial activity for MAE188, EDI; communication with donors. Incumbent will be involved with seminar administrative duties. Analyst will manage all MAE Student Engineering Clubs and Honor Societies. Incumbent will work with MAE Chair and MSO with quarterly industry meetings, GSR luncheon meetings, and UG luncheon meetings. Staff will also be helping with yearly Faculty Retreat, Holiday Party and PhD Dinner. Incumbent also provides general administrative support for Department and conducts special projects as needed.

Program Analyst
Under the supervision of the Department of Mechanical and Aerospace Engineering Department Manager, the Program Analyst provides extensive analytical support for MAE
Department projects. With the push for experiential learning, as noted on Campus and School Strategic Plans, the Analyst will handle increased number of student projects and larger enrollments. Primary responsibilities include: overseeing all administrative and financial activity for designated courses, and project courses, including Project Design throughout the academic year. Coordinates communication with School/Department donors. The Analyst will manage all MAE Student Engineering Clubs and Honor Societies. Incumbent will work with MAE Chair and MSO with quarterly industry meetings, GSR luncheon meetings, and UG luncheon meetings. Staff will also be coordinating, scheduling and or helping with a wide range of Departmental, Faculty and Student events throughout the year, managing and overseeing logistic details and for internal and external stakeholders. Provides a wide range of financial support to the department which includes course material cost analysis and reconciliation, KFS account analysis, journal entries and fund transfer, reconciliation and approvals; supporting fiscal closing actions account audit and clean-ups and other finance system related transactions. Provides general support to the department and conducts and or participate in special projects as needed.

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.

Salary: Commensurate with experience
Total Hours: 8-5, M-F
Career Position.
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.
Please attach your resume.

[Click here to see the Mechanical & Aerospace Engr website.]

View Job Description for the position requirements.
* **Job Description:**

Program Assistant Analyst

Job Essential Function 1
Percent of Time: 40%

The Program Analyst is responsible for the successful scheduling and logistical execution of class project scheduling in MAE. The position provides program coordination for MAE189/93/193/195 including: Confirmation of each project in Schedule of Classes (SOC) for MAE189, MAE93, MAE193, MAE195 every quarter
Assist faculty with project courses set-up, enrollment, and authorization code requests, working with The Curriculum, Analytical Studies & Accreditation unit (CASA) as needed
Coordination of project meeting rooms, work space and scheduling
Independently develop and maintain records of student projects, team leads and contact information and related logistics.
Develop and compose communications with students and faculty advisors, and other stakeholders to help determine and confirm student class needs related to the referenced classes, related projects, class expectations and student support through faculty advisors
Organize senior student project groups for Design Review held by the School every quarter, including attending all meetings associated with the event
Manage all communication with alumni and corporate contact involved in Design Reviews
Collect all reviews and final presentations for (ABET) accreditation process maintains information for the department/School accreditation process
Process all expenses related to courses
Assist with reconciliation of course materials fees, as needed

Job Essential Function 2
Percent of Time: 20%

The Candidate will also assist faculty and department with other various administrative tasks including:
Support the MSO with KFS approvals
Work with MAE Chair and MSO to handle all logistics involved with quarterly industry luncheon meetings, including invitations, RSVPs, venue, catering, travel and lodging arrangements, reservations, and reimbursements
Handle all administrative aspects of quarterly GSR luncheon meetings, UG luncheon meetings, and research staff luncheons meetings for MAE Chair
Work with MSO to handle logistics involved with yearly Faculty Retreat, Holiday Function, PhD Dinner and other departmental events
Along with MAE Graduate Coordinator, will handle administrative duties of MAE Seminar Series (9-12 seminars per quarter and 3 during the summer), from advertising to handling travel and lodging arrangements for seminar speakers, and processing all reimbursements
Maintain MAE website, working within School parameters
Process purchase orders, expenses and reimbursements
Handle travel arrangements for visitors, including lodging and travel reimbursements
Serve as back-up to MAE front desk receptionist
Serve as back-up to MAE UG/Operations Analyst

Job Essential Function 3
Percent of Time: 25%

The position also provides support for the MAE188, Engineering Design in Industry (EDI) class, including:
Confirmation and track each student project every quarter
Plan and coordinate all logistics involved with EDI events such as Quarterly Kick-Off Breakfast and final presentations
Manage all communication with sponsors, including requests for donations
Collect all midterms and final presentations for (ABET) accreditation process
Track and reconcile donations and payments from outside companies, and work with MSO on deposits
Develop, track and maintain all files, including worksheets related to, but not limited to, projects, students, sponsors, donations and class related information
Process all expenses related to EDI Course
Other duties as assigned

Job Essential Function 4
Percent of Time: 15%
Incumbent will manage all MAE Student Engineering Clubs and Honor Societies including, but limited to:

Coordinate with Pi Tau Sigma (PTS) - National Honorary Mechanical Engineering Fraternity, and Sigma Gamma Tau (SGT) - National Honor Society in Aerospace Engineering, with initiations in Fall and Spring Quarters

Help organize and coordinate Stole Ceremony for Honor Societies in Spring Quarter

Coordinate club leadership for the American Institute of Aeronautics and Astronautics (AIAA), American Society of Mechanical Engineers (ASME), Society of Automotive Engineers (SAE) and Sustainable Energy Technology Club (SETC)

Assist clubs with financial accounts, as needed

Assist with room scheduling and other logistics for meetings

Coordinate ASME meetings

Other duties as assigned

**Required:**

Bachelor’s degree or equivalent education/certification or experience in related field

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, professionals in outside agencies, and with current and potential donors

Ability to effectively coordinate/schedule small and large scale events with a keen attention to logistical details

Effectively coordinate travel and lodging arrangements

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

Detail-oriented, with minimal errors

Familiarity with accounting principles

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

Ability to interact professionally and courteously in an academic setting, providing exemplary support to faculty, students, staff, and others

Ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities, with minimal direction

Highly developed and effective written and oral communications, and interpersonal skills

Excellent attendance and punctuality are an essential component of overall performance

Experienced in advanced features of standard computer software: MSOffice including Word, Excel, Power Point, Excel; database computer software, and the Internet

**Desired:**

Demonstrated ability to understand and analyze financial budgets

Working familiarity with complex financial systems including KFS reporting

Demonstrated financial and analytical experience, to include budgeting, tracking, reconciling, analyzing and reporting

Familiarity with University administrative organization, policies, procedures and practices

Working experience in a college/university setting, supporting academic departments, faculty and students.

Working knowledge of University travel and reimbursement guidelines to support faculty and guests.
Job Essential Function 1
Percent of Time: 50%

Class/Project Management:

The Program Analyst is responsible for the successful scheduling and logistical execution of class project scheduling in MAE. The position provides program analysis and coordination for MAE189/93/193/195 including:
Confirmation of each project in Schedule of Classes (SOC) for MAE189, MAE93, MAE193, MAE195 every quarter
Assist faculty with project courses set-up, enrollment, and authorization code requests, working with The Curriculum, Analytical Studies & Accreditation unit (CASA) as needed
Coordination of project meeting rooms, work space and scheduling
Independently develop and maintain records of student projects, team leads and contact information and related logistics.
Develop and compose communications with students and faculty advisors, and other stakeholders to help determine and confirm student class needs related to the referenced classes, related projects, class expectations and student support through faculty advisors
Organize senior student project groups for Design Review held by the School every quarter, including attending all meetings associated with the event
Manage all communication with alumni and corporate contact involved in Design Reviews
Collect all reviews and final presentations for (ABET) accreditation process, maintains information for the department/School accreditation process

Finance:
Responsible for course material cost analysis and reconciliation
Analysis of course fee proposals
Conducts KFS account analysis, journal entries and fund transfer, reconciliation and approvals
Support the MSO with projects related to fiscal closing, journal entries, fund reconciliation and entries
Conducts department account clean-ups, prepares UPAY other system related transactions.
Process all expenses related to courses

Job Essential Function 2
Percent of Time: 25%

The position also provides support for the MAE188, Engineering Design in Industry (EDI) class, including:
Confirmation and track each student project every quarter
Plan and coordinate all logistics involved with EDI events such as Quarterly Kick-Off Breakfast and final presentations
Manage all communication with sponsors, including requests for donations
Collect all midterms and final presentations for (ABET) accreditation process
Track and reconcile donations and payments from outside companies, and work with MSO on deposits
Develop, track and maintain all files, including worksheets related to, but not limited to, projects, students, sponsors, donations and class related information
Process all expenses related to EDI Course

Job Essential Function 3
Percent of Time: 15%
Incumbent will manage all MAE Student Engineering Clubs and Honor Societies including, but limited to:
Coordinate with Pi Tau Sigma (PTS) National Honorary Mechanical Engineering Fraternity, and Sigma Gamma Tau (SGT) National Honor Society in Aerospace Engineering, with initiations in Fall and Spring Quarters
Help organize and coordinate Stole Ceremony for Honor Societies in Spring Quarter
Coordinate club leadership for the American Institute of Aeronautics and Astronautics (AIAA), American Society of Mechanical Engineers (ASME), Society of Automotive Engineers (SAE) and Sustainable Energy Technology Club (SETC)
Assist clubs with financial accounts, as needed
Assist with room scheduling and other logistics for meetings
Coordinate ASME meetings

Job Essential Function 4
Percent of Time: 10%

The Candidate will also assist faculty and department with other various administrative tasks including:
Work with MAE Chair and MSO to handle all logistics involved with quarterly industry luncheon meetings, including invitations, RSVPs, venue, catering, travel and lodging arrangements, reservations, and reimbursements
Handle all administrative aspects of quarterly GSR luncheon meetings, UG luncheon meetings, and research staff luncheons meetings for MAE Chair
Work with MSO to handle logistics involved with yearly Faculty Retreat, Holiday Function, PhD Dinner and other departmental events
Along with MAE Graduate Coordinator, will handle administrative duties of MAE Seminar Series (9-12 seminars per quarter and 3 during the summer), from advertising to handling travel and lodging arrangements for seminar speakers, and processing all reimbursements
Maintain MAE website, working within School parameters
Process purchase orders, expenses and reimbursements
Handle travel arrangements for visitors, including lodging and travel reimbursements
Serve as back-up to MAE front desk receptionist
Serve as back-up to MAE UG/Operations Analyst
Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES:

Required:
Bachelor s degree or equivalent education/certification or experience in related field
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, professionals in outside agencies, and with current and potential donors
Ability to effectively coordinate/schedule small and large scale events with a keen attention to logistical details
Effectively coordinate travel and lodging arrangements
Demonstrated experience and skill in providing all aspects of administrative support in an executive office
Detail-oriented, with minimal errors
Familiarity with accounting principles
Demonstrated skills to independently analyze difficult or unusual situations, interpret data, define problems and/or objective, identify relevant factors and formulate logical conclusions
Ability to interact professionally and courteously in an academic setting, providing
exemplary support to faculty, students, staff, and others
Demonstrated organizational and time-management skills. Ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities, with minimal direction
Highly developed and effective written and oral communications, and interpersonal skills
Possess effective interpersonal skills to interact and communicate effectively using tact and diplomacy with individuals of varying levels professional and personal backgrounds
Excellent attendance and punctuality are an essential component of overall performance
Experienced in advanced features of standard computer software: MS Office including Word, Excel, Power Point, Excel; database computer software, and the Internet

Desired:
Demonstrated ability to understand and analyze financial budgets
Working familiarity with complex financial systems including KFS reporting
Demonstrated financial and analytical experience, to include budgeting, tracking, reconciling, analyzing and reporting
Familiarity with University administrative organization, policies, procedures and practices
Working experience in a college/university setting, supporting academic departments, faculty and students.
Working knowledge of University travel and reimbursement guidelines to support faculty and guests.

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) 824-5210.

Bend: Occasionally
Squat: Occasionally
Crawl: Not Applicable
Climb: Not Applicable
Kneel: Occasionally
Handle Objects: Frequently
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 between 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly
Write: Constantly
Perform Calculations: Constantly
Communicate Orally: Constantly
Reason and Analyze: Constantly
Chemical/Biological Agent: Not Applicable
Construction Activities: Occasionally
Contact with Water/Liquids: Not Applicable
Drive Motorized Equipment: Not Applicable
Confined Spaces: Occasionally
Elevated Work Location: Occasionally
Radioactive Materials: Not Applicable
Temperature Variations: Occasionally
Gas System: Not Applicable

Other Working Conditions:
Ability to work overtime as needed and pre-approved.