Program Coordinator - 31014-1A

Updated: Feb 9, 2022
Location: UC Irvine Campus
Job Type:
Department: Engr DO Innovation

Job Opening ID: 31014
Reports To: Director of Academic Innovation, Programs
Working Title: Program Coordinator
Department: Engr DO Innovation
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 006150
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School’s aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School’s faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. The Academic Innovations, Programs is responsible for implementing, overseeing and assessing the first-year engineering program and international programs to enhance and support the engineering education at the School of Engineering.

Under direct supervision, assists with basic or routine design and content initiatives in compliance with defined organizational policies, procedures and objectives. The position assists in the development and demonstration of new projects for the freshmen experiential learning program and also international programs. The position assists with managing the programs including student applicant interviews, program procedure development, program assessments, etc. This position requires researches and carries out course material design, estimates, and procurement. The position is responsible for the documentation and implementation of the necessary procedures for
the freshmen program, and for the mentoring and advising of the international students from the school’s international programs. revision, assists with basic or routine design and content initiatives in compliance with defined organizational policies, procedures and objectives.

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<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities <em>(To be completed by Supervisor)</em></th>
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| 40%       | Yes                         | Develops instructional design skills to support learning activities and assessments of limited complexity.  
|           |                             | • Assist in program coordination for various international programs including scheduling, event planning, hosting, etc.  
|           |                             | • Work with different units on campus and within the School of Engineering to coordinate international programs as needed.  
|           |                             | • As the main point of contact, mentoring and advising students in the 3+2 program, KAUST summer program, Israeli Scholar Exchange Program, etc.  
|           |                             | • Assist assessing student applicants including online interview and selection of applicants.  
|           |                             | • Assist in recruitment and marketing of the programs.  
|           |                             | • Develop and improve existing program procedures, as needed.  |
| 5%        | Yes                         | Works under direct supervision and receives detailed instructions on all assignments.  |
| 5%        | Yes                         | Assists more senior staff members to determine methods for delivery of course content and learns to utilize technology that promotes learner engagement and knowledge in accordance with well-defined procedures and schedules.  |
| 40%       | Yes                         | Monitors course progress during instructional term.  
|           |                             | • Provide instructions and trainings for lab sessions of the first-year engineering course.  
|           |                             | • Organize necessary teaching materials for all three projects, which will assist in enhancing the existing teaching curriculum of all projects.  
|           |                             | • Manage logistics such as hosting weekly team meeting and sourcing. **Documentation of current projects:** RC and autonomous rover, fitness tracker and Lab-on-a-Chip.  
|           |                             | • Oversees the development of TA and undergraduate assistant training procedures for the freshmen program and provide documentation of current projects.  
|           |                             | • Perform statistical analysis on data collected from the first year engineering course. Use programming skills when necessary.  |
| 10%       | Yes                         | Manages the project development for the first year program. Upon project testing completion, leads the first year program team in developing the |
corresponding curriculum for new projects. Provide feedback and input to assist the Director with curriculum development of projects.

Compensation Range:

$21.31-$26.22

Department Website:

https://engineering.uci.edu/

Required:

A Minimum of two years of experiences in engineering course implementation and project management. Bachelor's degree in related area and / or equivalent experience / training. Basic knowledge of functional area. Basic analytical skills to conduct analysis, demonstrating organization and problem-solving skills. Proficiency in analytical, verbal, written and interpersonal communication skills. Basic knowledge of organization policies and procedures, including policies that impact online course development. Basic knowledge of instructional design principles and learning strategies, including needs analysis, backwards design, learning outcomes and assessment design, and instructional approaches including lecture, discussion, activities, projects, etc. Basic knowledge of the technical tools and platforms required to achieve the delivery of engaging and media-rich online learning content, and of trends in the use and effectiveness of educational technology and learning. Working knowledge and skills with relevant business software systems. Basic knowledge of adult learning theories and education methodologies. Occasionally, work during off-hours to host students or international delegations, as needed. Experiences in leading student engineering and computer science projects. Experiences in developing and managing new engineering and computer science projects. Hands-on experiences of using basic hand tools and connecting electronic components. SolidWorks/CAD experiences. Technical writing experience; writing in a clear and concise manner to convey information appropriately. Quantitative experience to make design calculations & cost of material estimates. Experiences in coordinating and implementing programs.

Preferred:

Master’s degree in Engineering, Informatics or related area preferred.

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 Huma