Program Manager - 46037-1A

Position Summary:

Founded in 1965, the 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 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 UCI-Mexico Graduate Engineering Initiative (MGEI), hosted by the Henry Samueli School of Engineering (HSSoE) at the University California, Irvine (UCI), aims to attract engineering graduate students from Mexico to timely and successfully pursue their graduate work and professional training with excellence at UCI. The program provides a comprehensive educational experience in Engineering and Professional training as well as facilitates ad-hoc programs and summer internship opportunities incorporating interdisciplinary areas of work. The MGEI Program Manager is responsible for:
Program Development & Coordination, Program Development & Assessment, Program Outreach, and Budgetary Planning.

Applies skills as a seasoned, experienced recruitment and / or admissions professional, to identify potential students, provide information, and ensure good relationships with the public and institutions and organizations involved in outreach / recruitment and / or independently reviews applications for admission, using professional judgment in determining whether applicant meets the requirements for admission, making exceptions to admissions requirements, and taking into account a variety of requirements. Recommends improvements / modifications to the program.

**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.

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<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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</table>
| 15        | Yes                        | Plans visits to schools: schedules and makes presentations, interviews, and follow-up visits. **Develop and maintain strong cooperative relations with Mexican University Schools of Engineering contacts as well as Mexican scientific research program representatives**

Serve as the central point of contact and in-office marketing support for the UCI – MEXICO GRADUATE ENGINEERING INITIATIVE. Serves as spokesperson, conducts presentations to stakeholders, develops and maintains strong cooperative relations with Mexican University Schools of Engineering contacts as well as Mexican scientific research program representatives. Engages UCI & SSoE community leadership in support of initiatives and programs.

| 15        | Yes                        | Identifies potential students, and provides information about higher education generally and UC specifically. |
| 10        | Yes                        | Provides in-depth information on admissions requirements, prerequisite courses, school / college programs and curricula, specific financial aid criteria, and career opportunities. |
Develops detailed annual program plans, development of academic and non-academic aspects of the graduate studies preparation process; ensuring that activities form an integrated coherent program linked with overall goals and objectives.

Coordinate and implement-advanced-level supplementary activities (e.g., short courses) as appropriate to all Mexican partner school students, disseminating information to affiliate and new Mexican partners, agencies, and organizations

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<th>5</th>
<th>Yes</th>
<th>Assesses academic preparedness of traditional, special-program, and international applicants. Develop comprehensive UCI – MEXICO GRADUATE ENGINEERING INITIATIVE recruitment plan.</th>
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<td>5</td>
<td>Yes</td>
<td>Evaluates transcripts and international records for eligibility. Works closely with UCI Office of Admissions to determine and/or identify yield strategies targeted at UCI – MEXICO GRADUATE ENGINEERING INITIATIVE admitted students. Responsible for setting the agenda to conduct on-site visits, and schedule routine meetings to review academic requirements, college admissions issues, and deliver UCI informational presentations.</td>
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<td>5</td>
<td>Yes</td>
<td>Researches foreign educational systems as needed and analyzes academic records from foreign secondary and tertiary institutions (including study abroad records).</td>
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<td>5</td>
<td>Yes</td>
<td>Assesses applicants for motivation, initiative, leadership potential, work / life experience, extracurricular activities, socioeconomic status, disability, and educational / personal hardship.</td>
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<td>5</td>
<td>Yes</td>
<td>Serves as liaison between students, parents, colleges / universities, community agencies, and UC college / school / department. Coordinate with Mexican graduate and post-graduate faculty, school administrators, counselors, community leaders, and other academic preparation professionals to enhance the academic success of participants</td>
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<td>10</td>
<td>Yes</td>
<td>Uses extensive knowledge of college / school / department requirements and applicant pool, to assess the applicants’ overall record and experience for final admissions determination and recommendation.</td>
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<td>5</td>
<td>Yes</td>
<td>Screens applicants for school / college / department faculty.</td>
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<td>Yes</td>
<td>Uses professional judgment when reviewing complex applications for admission.</td>
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<td>Yes</td>
<td>Produces special and annual reports, and program evaluations.</td>
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<td>Yes</td>
<td>Plans, manages and implements events to enhance recruitment and yield, diversity initiative events, mentoring programs, electronic communications, and similar activities.</td>
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<td>Yes</td>
<td>Assesses effectiveness in attracting quality students to UC.</td>
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Conduct ongoing evaluation and assessment using a variety of methods and tools.

Compile data and report activities and progress of the UCI-MGEI for submission to UCI-HSSoE faculty leadership. Describe outcomes and impacts, identify problems, and make recommendations for modifications that ensure continual improvement.

In collaboration with the UCI HSSoE leadership, supports assessment surveys for the populations served and work with the senior faculty evaluator to monitor the academic progress of program participants.

In collaboration with Engineering Research Management (ERM) solicit external sources of financial and in-kind support from agencies, foundations, and the corporate sector. Assure budgetary accountability and prepare reports for review by the UC HSSoE faculty leadership on a quarterly basis.

**Compensation Range:**

$28.02 - 33.43

**Department Website:**

[https://engineering.uci.edu/](https://engineering.uci.edu/)

**Required:**

- Minimum 4yrs Demonstrated experience in planning, implementing and evaluating summer or academic year student centered programs.
- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge and experience working with a diverse student population. Ability to interpret and communicate University policies and procedures to prospective students and the public. Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC, and / or specific colleges and schools.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions. Ability to develop recruitment programs, and design effective materials. Demonstrated experience in planning, implementing and
evaluating summer or academic year student centered programs. Skill in prioritizing assignments for self and staff to complete work in a timely manner when there are: changes in assignments, pressure of deadlines, competing requirements, and heavy fluctuating workloads.

- Demonstrated skill in organizing materials, information and people in a systematic way to optimize efficiency and minimize duplication of effort. Demonstrated program management and the skill to motivate others to effective action. Demonstrated experience in written and oral communication.
- Experienced in high-level diplomatic and academic relations and industry negotiations with Mexican entities. Fluency in written and verbal Spanish and comfort with Mexican and U.S. culture. Experience in evaluating, assessing and interpreting a variety of program details aligned with programmatic goals and objectives. Experience working effectively with a variety of publics; UC administrators, faculty, researchers and graduate students, off campus constituents.
- Excellent presentation skills and ability to represent the University to promote good will and public support. Well developed skill and experience in establishing and maintaining interpersonal relationships, effective ability to listen, willingness to delegate as well as to work collegially.
- Knowledge and experience working in a diverse cultural environment and with culturally diverse people. Availability, ability, and willingness to travel domestic and internationally regionally, and to conferences occasionally. Availability to work weekends and evenings if needed.

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.