

Academic Program Advisor - 66208-1A

Updated: Mar 12, 2024
Location: Irvine-Campus
Job Type:
Department: Engr DO Student Affairs

Job Opening ID: 66208
Reports To: Director of Undergraduate Student Affairs
Working Title: Academic Program Advisor
Department: Engr DO Student Affairs
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 007080
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

The Undergraduate Student Affairs Office at the Samuelli School of Engineering oversees 10 majors, a jointly offered Computer Science & Engineering major and three minors in Biomedical Engineering and Materials Science. The mission of the Samuelli School's Undergraduate Student Affairs Office is to provide quality, student-centered educational support and to offer services that meet the administrative and academic goals of students, the School and the University.

Under close supervision, serves as the front desk advisor for prospective/current undergraduate students, faculty, staff and the public regarding academic degree and minor programs in The Samuelli School of Engineering Undergraduate Student Affairs Office. Advises primarily by walk-in or online chat, but also by telephone and email. Provides academic planning services to current undergraduate students regarding Samuelli School major and minor requirements, policies and procedures. Responsible for responding to, or assigning to others, inquiries that come through the general advising email address, as well as sending email communication to Engineering undergraduate populations via email distribution lists. Assists in coordinating and evaluating events, workshops, and projects for prospective and current undergraduates. Processes reimbursements and all expenditures via KFS.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
10	Yes	Learns to develop academic support plans for assigned students.
10	Yes	Learns to understand different learning concepts and how to best incorporate these into an individual academic support plan.
	No	

5	Yes	Learns about academic strategies, and how to access available resources, both academic and non-academic.
5	Yes	Monitors and provides regular updates about progress and timely assessment of student's strength and weakness. Provides individual course schedule recommendations based on these for assigned students.
10	Yes	Refers students to academic and non-academic resources as appropriate.
15	Yes	Communicates and exchanges information with other counselors in the Samueli Undergraduate Student Affairs Office, ensuring appropriate notes are also written in student files.
20	Yes	Research, explain and/or implement University, school and departmental regulations and policies which pertain directly to undergraduate matriculation, degree progress, student behavior, grade point average requirements, course substitution, grade changes, add/drop, change of grade deadlines and other procedures and policies.
10	Yes	Assist in the development (including reserving rooms), planning and implementation of activities outside of the Samueli School of Engineering.
10	Yes	Send approved email communication to students on a regular basis including weekly newsletter, information about enrollment, involvement opportunities, etc. Responsible for submitting all office expenses via KFS.
5	Yes	Assist in compiling, summarizing and presenting data to facilitate informed discussion of undergraduate issues and proposals. As assigned, edit/proof/track approved changes to all informational sources: School and UGSA websites, social media sites, orientation materials and informational materials. As appropriate, notify peer advisors and advising staff in other academic units.

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](#).

The expected pay range for this recruitment is \$21.02 - \$25.10 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$22.75 - \$37.79 (Hourly Rate).

Department Website:

<https://undergraduate.eng.uci.edu/>

Required:

- 0-1 years academic advising experience

- Basic skills in judgment and decision making, problem solving.
- Ability to multi-task. Basic ability in problem identification, reasoning, ability to develop original idea to solve problem
- Written and verbal communication skills, including active listening.
- Basic knowledge working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation and socio-economic status.
- Ability to work as a positive team player, providing constructive contributions, information, and backup to enable effective and efficient delivery of service.
- Proficient in utilization of Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to learn new software programs that may be introduced
- Ability to utilize different methods of communication (verbal, written) to ensure students understand the academic plans
- Ability to effectively assess student needs and make an appropriate referral to campus resources

Preferred:

- Bachelor's degree in related area and / or equivalent experience / training.
- Basic knowledge of advising and counseling techniques.
- Basic knowledge of departmental/school/college courses and majors.
- Basic knowledge of department/school/college policies, procedures, and requirements.
- Knowledge of university resources available to support a wide range of student needs.

Special Conditions Preferred:

- Ability to work occasional evenings, weekends and early start times as 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