

Business Office Analyst - 66219-1A

Updated: Mar 12, 2024

Location: Irvine-Campus

Job Type:

Department: Chemical & Biomolecular Engr

Job Opening ID: 66219

Reports To: Chief Administrative Officer (CAO)

Working Title: Business Office Analyst

Department: Chemical & Biomolecular Engr

Bargaining Unit: CX

FLSA: Non-Exempt

Payroll Job Code: 004263

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

The Department of Chemical and Biomolecular Engineering (CBE) is one of six academic departments in the Samueli School of Engineering at UCI. Staff are responsible for administrative duties associated with a fluctuating population of approximately 110 employees. With 17 faculty, 275 undergraduates and 90 graduate students, we offer a vibrant academic community and a quality educational experience for our students. Our faculty expertise and active research programs span topics ranging from the development of novel systems to produce biofuels and commodity chemicals for synthesis of materials and pharmaceuticals; to processes and systems that enable sustainable energy storage and conversion; to the development of nano- and biotechnologies for discovery and design of novel active molecules, materials and devices with applications in sustainable energy, sensing and human health.

Under the general supervision of the Department CAO in the Department of Chemical and Biomolecular Engineering, the Business Office Analyst initiates and provides support for various department projects as needed and also provides high level administrative and analytical support, event coordination, financial and operational support for the Department. The responsibilities of this position encompass a wide-range of duties that are especially time sensitive. This position requires sound communication, interpersonal, problem-solving, customer service, analytical, and decision-making skills, which are within a team environment. The Business Office Analyst provides extensive administrative support to the CBE Graduate Program, assisting the Student Services Advisor to ensure the goals and objectives of the programs are met. The Business Office Analyst is also responsible for curriculum support and collaborating with the maintenance of ABET course material. This position will also serve in a back-up capacity to other staff positions within CBE as needed and serves as the front desk reception position providing support to department visitors. The position will also provide support for department events and faculty recruitment, including but not limited to

coordinating site visits, securing special speakers, identifying venue location, agenda setting, travel arrangements and coordinating travel reimbursements. The position provides a wide-range of financial and operational review that support the many activities of the CBE Department, and works on special projects as needed.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
30	Yes	Administers a defined operational program or activities which include some of the following functions: facilities, payroll, space planning, student services, communications. Manages front desk operations and department key inventory provides meeting planning services to include the preparation and support of CBE faculty meetings, department seminars, Department Retreat, Academic and Industrial Advisory Board Meetings, Faculty recruitments, etc., and outreach efforts as needed. Supports the department during school events – senior design, graduate and undergraduate events and the like. This position streamlines systems and organizes the flow of information for the best use of time and resources of the department.
15	Yes	Assists with purchasing, and coordinates or processes reimbursements and receipt of deliveries. In collaboration with Department CAO, creates and maintains department space information, to include floor plans, space allocations, lab and office occupants lists
5	Yes	Supports department social media platforms, and assists in the design and drafting & updating of organizational website content,
5	Yes	Trains, supervises, and mentors administrative Student Assistant employees; ensures appropriate front desk coverage and schedules as needed
10	Yes	Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services such as phone, general office equipment expenditures. Monitors reconciles expenses related to Couse Material Fees, lab projects, general ledger, payroll, travel, purchasing event and related budgets in support of effective financial management and fiscal year end closing procedures.
10	Yes	Participates in the development and revision of standard operating procedures and guidelines. Supports department program accreditation (ABET) and collection of accreditation materials, collaborates with stakeholders to ensure that ABET materials are constructed and maintained quarterly. Maintains updated course materials, ordering and purchasing of related material and administers related support related activities.
20	Yes	Conducts trend analyses and helps develop resulting recommendations. Supports the department's graduate application process, including admissions, planning, prospective student visit coordination, graduate policies, applicant correspondence and application data conversions, grad student advancement scheduling.

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 \$30.44 - \$33.30 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$30.44 - \$48.86 (Hourly Rate).

Department Website:

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

Required:

- Four years or experience and or a combination of education and experience
- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Working knowledge of common organization-specific and other computer application programs.
- Ability to use discretion and maintain confidentiality.
- Ability to read and comprehend policy, apply policy to varying situations and to effectively and concisely communicate policy to faculty, staff, researchers and students.
- Excellent professional interpersonal skills to interact diplomatically with diverse personalities and to exercise judgment and tact in interactions with individuals on and off campus.
- Demonstrated ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities
- Experienced in using Microsoft Office Suite.
- Skill and experience managing social business-related social media and website content

Preferred:

- Bachelor's degree in related area and / or equivalent experience / training.
- Experience with SLATE, and KFS financial systems, Graduate Admissions process and Accreditation review process.
- Knowledge of University organizational structure, policies and procedures, and protocols related to academic unit administration.

- Skill and experience planning, scheduling meetings, agenda, and managing events.
- Skill and experience reconciling expenses, and supporting a unit/department with fiscal year end work
- Administrative work experience working at front desk supporting guests via phone, email and in person while performing multi-task and time sensitive work.

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