

Director of Undergraduate Student Affairs - 67799-1A

Updated: Apr 17, 2024
Location: Irvine-Campus
Job Type:
Department: Engr DO Student Affairs

Job Opening ID: 67799
Reports To: Professor
Working Title: Director of Undergraduate Student Affairs
Department: Engr DO Student Affairs
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 000322
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: CAREER

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. The Samueli School's Undergraduate Student Affairs office provides student-centered educational support and a range of services to meet the administrative and academic goals of students, the school and the university. The unit assists with academic advising, course planning, change of major request, financial aid appeals, course substitutions, tutor support and information concerning honors.

Custom Scope (customizable, will be used in the job posting/advertisement): Manages a centralized student services unit or a group of student services advisors in a department, school, or college. Formulates policies and procedures for the student services program. Develops the long term organizational goals of the unit. Manages the financial and human resources for the program. Reporting to the Associate Dean of Undergraduate Student Affairs, the Director provides Direction to the Samueli School of Engineering's Office (SSoE) of Undergraduate Student Affairs (UGSA) including management of all administrative services, long-range planning, and establishing goals and policies to meet UC and UCI growth trends and targets including population demographics, fiscal constraints, and legislative, system-wide, and

UCI rules and regulations. The position is responsible for all budgetary development, planning goals/objectives and implementation for Undergraduate Student Affairs. Prepares, analyzes, and administers annual budget. Reviews, analyzes and makes decisions on budget requests, and develops sound fiscal practices, plans, and strategies to deploy financial resources. Collaborates with various school and campus units on work and projects related to curriculum policy, scheduling, implementation and documentation of curricula, course and program revisions, articulation with peer institutions, accreditation, student and course analytics. Designs, directs and manages all aspects of undergraduate advising for the SSoE. Provides leadership support for curriculum policy and implementation, program accreditation, undergraduate admissions, and the execution and coordination of activities related to researching data and related analytics.

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.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
40	Yes	Manages all aspects of the office of Undergraduate Student Affairs (UGSA), services for the Samuelli School of Engineering.
5	Yes	Provides direction to professional student academic advisors on the more complex issues encountered.
5	Yes	Plans, develops, and administers the student services budget for the organization.
5	Yes	Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff. Directly or indirectly oversees supervision of student staff including work-study and peer academic advisors and retention coaches
5	Yes	On-going analysis of a wide range of matters within The Samuelli School of Engineering (SSoE), campus and UC-wide, as they related to undergraduate student affairs, accreditation, curricular, legal, and procedural accompanied by recommended solutions. Recognizes issues that have organization impact or future implications and advises employees and stake holders accordingly.
10	Yes	Evaluates the effectiveness of the student services function, and makes changes to the program to provide better service to organizational

		management, faculty, and students. Sets policies and procedures to meet undergraduate enrollment goals of the School including the integrated aspects of admissions, probation and disqualification, change of major, progress to degree, academic honesty, and excess units.
10	Yes	Represents the student services unit to the organization community and relevant external constituencies. Serves as liaison to external business/employment community including corporate human resources officers, career placement entities, and alumni to establish joint programs to benefit students, the university and corporations; e.g. scholarships, internships, placement programs.
5	Yes	Decides which resources will be committed to goals and objectives and how they will be allocated.
5	Yes	Provides direction to school leadership on resource impacts, implications to students and other academic programs of proposed curricula. Provides direction, guidance and solutions to school leadership to meet institutional and program objectives that adhere to institution and accrediting body policies.
5	Yes	Collaborates with a various school and campus units, on work and projects related to curriculum policy, scheduling, implementation and documentation of curricula, course and program revisions, articulation with peer institutions, accreditation, student and course analytics.
5	Choose an item.	Develops strategies for new initiatives and works on external partnerships on behalf of the Samueli School of Engineering.

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 \$81,900.00 - \$116,200.00 (Annual Salary). The Full Salary Range for the salary grade this position is assigned to is \$81,900.00 - \$150,500.00 (Annual Salary).

Department Website:

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

Required:

- 5+years of experience
- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of current effective skills in advising and counseling techniques of students from diverse socio and economic backgrounds.
- Knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.
- Ability in problem identification, reasoning.
- Ability to work independently using judgement and decision-making skills to achieve the overall goals of the Campus, School and unit.
- Ability to develop original ideas to solve problems, persuade others, and lead.
- Proficient use of MS Office tools and applications
- Demonstrated skill and ability to develop, build and maintain effective working relationships with a wide number of School, Campus, and external resources aimed at supporting students, staff, faculty and overall teaching mission of the School.
- Effective interpersonal skills with demonstrated skill in management and supervision of staff and students and the ability to create a harmonious and productive work environment through the application of appropriate managerial techniques.
- Ability to meet project deadlines on a regular basis; flexibility to adjust to changing priorities.
- Effective communications skills with proven ability to communicate goals, initiatives and directives to a diverse audience, including but not limited to staff, faculty, students, parents and senior leadership.
- Strong knowledge and working experience working with applicable University policies, as well as state and federal laws governing students.
- Strong analytical and technical skills with the ability to analyze, identify and address trends as well present viable solutions to school leaders.

Preferred:

- Counseling experience with STEM student populations, preferably Engineering Working experience with accreditation process, in particular, Accreditation Board for Engineering and Technology (ABET) criteria, processes and best practices.

Special Conditions Preferred:

- Ability to work evenings and or weekends as needed for commencement and related student activity.

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