Education Coordinator - 57305-1A

Updated: Aug 5, 2023
Location: Irvine-Campus
Job Type:
Department: Materials Science and Engineer

Job Opening ID: 57305
Working Title: Education Coordinator
Department: Materials Science and Engineer
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 Center for Complex and Active Materials (CCAM) at UCI is a Materials Research Science and Engineering Center (MRSEC), funded by the National Science Foundation (NSF). The Center’s integrated activities—including novel materials research, partnerships with industry and national laboratories, entrepreneurial innovation, career development, advanced training, and mentorship—are enabling a transformative long-term impact on fundamental science, advanced applications, and workforce development. Consistent with our mission, we are committed to ensuring excellence through inclusion, producing a diverse, educated workforce for advancing technology, stimulating the economy, and transferring new technology into the public realm to greatly advance quality of life. Uses professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues. Administers defined operational program. Analyzes and resolves operational problems of moderate scope. The Education Coordinator is responsible for providing a wide range of administrative support to the Director of The Center for Complex and Active Materials (CCAM, a Materials Research Science and Engineering Center (MRSEC), and various other key stakeholders for the center. The position coordinates the scheduling of workshops speakers, seminars, and advisory boards, manage itineraries and travel reimbursement. The position leads the event planning for the center, which includes venue designation and room logistics; set up, management and record Zoom meetings, set up hybrid meetings, catering; room set up and breakdown; AV set up; publicity; set up online visitor schedules for meeting with students and faculty; travel arrangements; oversee events and process event reimbursements (including
possible travel and honorarium for events); publish recorded zoom meetings. The position helps coordinate education and outreach activities that include management of k-12 outreach activities of the center, including scheduling activities with local community and organizing CCAM facilitators, faculty, students and staff. Organize annual CCAM summer programs for undergraduates and high school/community college students, including creating flyers for student recruitment, managing application portal, coordinate applicant review, student onboarding, reserving room and board, organizing content facilitators, and managing day to day program operations. The position serves as a historian of program logistics and data for program evaluation. Supports the director and others with data gathering, maintenance and retrieval. Tracks and compiles budget expenditures and related documents for the fiscal officer. Maintains stock of supplies and places center orders and supports the center with other general administrative support and projects as needed and assigned.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities <em>(To be completed by Supervisor)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Yes</td>
<td>Consult with the MRSEC leadership to invite speakers for the workshops, seminars, and advisory boards, manage itineraries and travel reimbursement. Event planning which includes venue designation and room logistics; set up, management and record Zoom meetings, set up hybrid meetings, when needed; order food/beverages (catering); room set up and breakdown; order trash cans; AV set up; publicity (example: make fliers); set up online visitor schedules for meeting with students and faculty; travel arrangements, if needed for visitors/speakers; oversee events and process event reimbursements (including possible travel and honorarium for events); publish recorded zoom meetings.</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services, etc. <em>Work closely with the center leadership to monitor and account for the education program and event budget and expenditures for fiscal officer.</em> Functions as a resource on issues such as researching financial discrepancies, escalated customer service problems and vendor concerns.</td>
</tr>
</tbody>
</table>
| 40 | Yes | Administers a defined operational program or activities which include some of the following functions:  
Coordinates education and outreach activities which includes the following functions:  
Full management k-12 outreach activities of the center, including scheduling activities with local community and organizing CCAM facilitators, faculty, students and staff.  
Organize annual summer undergraduate and high school programs, including creating flyers for student recruitment, managing application portal, coordinate applicant review, student onboarding, reserving room and board, organizing content facilitators, and managing day to day program operations. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Yes</td>
<td>Collect materials and prepare quarterly newsletter with Assistant Director.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepare reports and/or analyses of education and outreach activities. Compiles annual reports of student demographics, help with external evaluation. Collects program data, metrics and statistics, serving as historian for center programs. Assists center leadership to with collection and retrieval of data support of the writing of grant proposals for education and outreach components.</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>Conducts trend analyses and helps develop resulting recommendations. Coordinate and administer post-event evaluation surveys in collaboration with external evaluator to assess effectiveness of the programming</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies in relation to international student program participation.</td>
</tr>
<tr>
<td>10</td>
<td>Yes</td>
<td>Provide general administrative support to the center leadership Sending emails, communications regarding MRSEC events, coordinate travel arrangements, event confirmation; reminders. Management of office supplies. Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>Assist the center to recruit and supervise a team of interns and assistants who will help administer different aspects of the K-12 and Summer Outreach programs.</td>
</tr>
</tbody>
</table>
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.

$30.44 - $33.30 (Hourly Rate) Expected Pay Range within the Full Salary Range $30.44 - $48.86 (Hourly Rate)

Required:

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. Skill and ability to effectively disseminate communication to diverse audiences, and ability to follow-up with timely communications. Solid organizational skills and ability to multi-task with demanding timeframes. Skill and ability to independently prioritize and execute a number of tasks in a timely manner. Working knowledge of common organization-specific (Microsoft and Google Suite) and other computer application programs. Ability to use discretion and maintain confidentiality. Skill and ability to maintain a keen eye to details in support of wide range of functions and responsibilities in the role. Ability to maintain cooperative working relationships with community partners, identify problems, and develop solutions with the center leadership. Skill and ability to establish, develop, and maintain effective working relationships with diverse populations – community, students, and varying other stakeholders. Skill and ability to gather, organize and archive retrievable data. Skill and ability to coordinate travel plans and related logistic Skill, knowledge and ability to help coordinate events – space reservation, catering, event itinerary, A/V set, event marketing and communication. Skill and ability to provide a wide range of timely and accurate administrative support to varying stakeholders

Preferred:

• Bachelor's degree in related area and / or equivalent experience / training.

Knowledge of UC travel and reimbursement policy Prior experience working with academic programs.

Conditions of Employment:

Coordinate with center leadership update CCAM website to upload highlights, new activities, education opportunities and events/
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/newhire/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.