

Senior Academic Program Coordinator - 67492-1A

Updated: Apr 12, 2024

Location: Irvine-Campus

Job Type:

Department: CEE Department Accounts

Job Opening ID: 67492

Reports To: Chief Administrative Officer

Working Title: SENIOR ACADEMIC PROGRAM COORDINATOR

Department: CEE Department Accounts

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 004575

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

The Department of Civil and Environmental Engineering 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 200 employees. With 28 faculty, 400 undergraduates, and 120 graduate students, we offer a vibrant academic community and a quality educational experience for our students. Starting in the late 1960s as programs in civil and environmental engineering, the department has a long history of offering a rich and diverse educational experience to students. Courses are taught by world-class scholars who maintain connections with industry and are involved in developing innovative technologies in earthquake and structural engineering, transportation systems, water resources, and environmental engineering. The department is dedicated to providing life-long development, instilling a sense of professional responsibility, and serving society.

The Senior Graduate Program Coordinator is a seasoned, experienced student services professional, that provides the full range of student services in the Department of Civil and Environmental Engineering (CEE). The position, independently advises students and resolves student services-related issues on the full range of academic issues inherent within CEE. The position provides high level analytical administrative support for graduate degree programs including graduate student recruitment, admissions, orientation, and advising. Advises current graduate students on issues related to academic progress and university requirements. Develops,

implements and oversees all aspects of the student recruitment process and provides guidance to prospective students on admissions-related issues such as admissions policies, financial support and fellowship opportunities, and campus housing options. Interacts and guides faculty, staff, and graduate students to ensure the integrity of the department's graduate program. Administers funds for student programs. Responsible for development and coordination of the schedule of classes with the CAO, assisting with the organization of the department seminars. Manages department accreditation review processes including internal reviews and ABET, and WASC accreditation for all programs. Develops and administers social media goals of the department in collaboration with leadership. The position will also support the Department Chair and CAO, with the preparation of quarterly and 3-year teaching plans. Works with the CEE management to recommend changes to policies, practices, and procedures. Serves and participates in special projects and or other duties as assigned.

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)
25%	Yes	Applying professional student services concepts, provides the full range of student services to student population served by the Department of Civil and Environmental Engineering.
15%	Yes	Academic Advising: Advises faculty on departmental / school / college and university policies and procedures; reviews students' progress and advises students and faculty on requirements for degree / program completion; identifies students with progression problems and recommends interventions. Student Conduct: Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
25%	Yes	Recruitment and Admissions: Advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, helps rank applicants for admissions;

		evaluates domestic and international transcripts for degree eligibility; initiates and arranges student recruitment visits.
15%	Yes	Financial Aid: Oversees the administration, evaluation, and awarding of student fellowships, grants, scholarships, and other awards; advises students on financial aid options of the organization and extra-mural fellowship opportunities;
5%	Yes	<p>Student Orientation: Oversees and may conduct orientations of new students.</p> <p>Career Counseling: Advises on summer internship programs; develops and maintains network of departments and regional firms interested in hiring summer students</p> <p>Events: Plans and implements complex, high-visibility student events, such as commencements, job fairs, student reviews and the like.</p> <p>Plans, designs, and provides workshops for students, such as information about the organization, or academic strategies and enrichment programs</p> <p>Develops and enhances an alumni recruitment network.</p>
5%	Yes	Provides advice and assistance to students and scholars regarding complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization. Coordinates and implements programs and workshops to support and retain international students / scholars. Makes referrals to off campus and community resources.
5%	Yes	Manages department accreditation review processes, including internal reviews and ABET, WASC accreditation for all programs. Manages the departmental collection of accreditation materials (ABET) provided by the Instructors/TA's. Organizes, tracks and maintains records of all department reporting and accreditation. Organizes and assists CAO and Chair to develop, create, and maintain Teaching Plan. Participates in all curriculum review processes, including internal reviews for undergraduate and graduate programs. Canvas survey participation from students and industry professionals, analyze responses and report results to committee chair. Creates statistical tables and reports for various program reviews as requested. Works with the key offices and stakeholders and acts as liaison for the department.
5%	Yes	Supports the department with a number of administrative functions and other duties and projects as assigned

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 \$4,683.33 - \$5,529.16 (Annual Salary). The Full Salary Range for the salary grade this position is assigned to is \$56,200.00 - \$96,800.00 (Annual Salary).

Department Website:

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

Required:

- 4+ years of experience or equivalent experience and education
- Bachelor's degree in related area and / or equivalent experience / training.
- Knowledge, Skills and Abilities Working knowledge of advising and counseling techniques.
- Knowledge of 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.
- Solid verbal and written communication skills. Interpersonal skills. Multicultural competencies; ability to work with diverse populations.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars. Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- INTERPERSONAL COMMUNICATION: Must be able to positively and constructively communicate and interact with others at work.
- CONFIDENTIALITY: Must be able to maintain confidentiality and use discretion in handling position responsibilities.
- ORGANIZATIONAL SKILLS: Must be able to organize, track, and report on job tasks readily. Must maintain proper files and reports on all job functions.
- WRITTEN COMMUNICATION: Proficient command of written English. Excellent writing, editing, and proofreading skills and the ability to compose letters, memoranda, and other documents using word-processing, spreadsheet, and database software.
- TECHNICAL SKILLS: Willingness to take initiative in learning new business systems and needed business skills. Experience with providing financial account projections, analysis and reports. Working knowledge of computer software and online programs including the following: Slate, Microsoft Office (Word, Excel, PowerPoint, Outlook). Adobe Acrobat, Firefox. Data Warehouse. Experience working with Engineering Student Database. Working experience with student admissions process and programs using admissions platforms Working experience with the accreditation review process.

Preferred:

- Experience working with SLATE Working experience with foreign student visa process
- Working experience with a wide range of student funding sources and methods
- Working experience providing support to student support through a wide range of topics, ranging from the admissions process, tuition, tutoring, academic support and resources available, leaves, university guidelines and policies.
- Working knowledge of FERPA guidelines.
- Experience in content generation, copywriting and editing for print, web design, and/or social media.

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