Senior Administrative Analyst - 58980-1A

Updated: Sep 11, 2023
Location: Irvine-Campus
Job Type:
Department: Biomedical Engineering

Job Opening ID: 58980

Reports To: Director of the Edwards Lifesciences Foundation Cardiovascular Innovation and Research Center (CIRC)

Working Title: Senior Administrative Analyst

Department: Biomedical Engineering

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 007377

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Position Summary:

The UCI Edwards Lifesciences Foundation Cardiovascular Innovation and Research Center (CIRC) is an academic-based research and training center housed within the Henry Samueli School of Engineering at the University of California, Irvine. We aim to accelerate advances in cardiovascular health and health equity.

Uses skills as a seasoned and experienced administrative operation professional to manage, plan and administer the operations of a small to mid-sized academic or non-academic department or
organizational unit with limited scope. May report to a chair, director, or a higher-level administrative operation professional or manager. Perform short- and long-term planning for the organization. May supervise staff or students. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Under the General Supervision of the Director of the Edwards Lifesciences Foundation Cardiovascular Innovation and Research Center (CIRC), the Senior Administrative Analyst position is directly responsible for all day-to-day administrative operations of the CIRC’s educational, programmatic, academic, and research missions. The position coordinates and implements all CIRC functions and carries out strategic programmatic initiatives and other special projects. The Senior Administrative Analyst serves as the main point of contact for the CIRC and serves as liaison with other departments, the School of Engineering Dean’s Office, Department of Biomedical Engineering, Beckman Laser Institute, Institute for Clinical and Translational Science, Office of Research, faculty, staff, and students, as well as other on and off campus offices and organizations. The overall administrative responsibilities of the position include: managing all administrative operations for CIRC; strategic planning in conjunction CIRC Leadership; budget management; extramural and industrial relations; financial management of all CIRC funds and CIRC faculty funds used for the Center; administration and financial management of training grants; space and facilities management for approximately 13,300 assigned square footage; Information Technology; marketing and social media as well as policies related to administrative activities.

**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.”

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>25</td>
<td>Yes</td>
<td>Manages, plans and administers a range of administrative operations for the Edwards Lifesciences Foundation Cardiovascular Innovation and Research Center (CIRC) business office. Assists the Director with scheduling meetings, travel, and reimbursements. Arranges workshops, seminars, and interviews. Generates schedules for visitors. Manage faculty recruitment processes, works with Search Committee to schedule interviews and develop agenda. Coordination of events, conferences and meetings for the CIRC.</td>
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<tr>
<td>15</td>
<td>Yes</td>
<td>Administrative operations include budgetary financial management, grants, business office and CIRC access control. Develops and prepares budgets and financial reports for funding which may be complex for the lab, research and educational programs.</td>
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<td>Responsible for interfacing with campus resources regarding services for information technology, audio-visual needs, facilities, parking, and document distribution services. Provide or arrange for computer support.</td>
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<td>Yes</td>
<td>Provides input into non-technical portions of grant and contract proposals. Responsible for preparing and processing CIRC generated proposals for extramural research funding from federal agencies and foundations. Supports the fiscal officer with the management of post-award budget development, financial analysis and administration of complex research budgets from multiple agencies. Responsible for drafting research grant updates and progress reports. Ensuring post-award accuracy and compliance.</td>
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<td>Yes</td>
<td>May supervise a small staff of support employees and / or student workers. Assure high levels of productivity and morale and recommend performance awards.</td>
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<td>Yes</td>
<td>Performs studies for resource plans, including approaches, trends, sources and uses. Evaluate administrative procedures and take actions to improve efficiency as needed. Manage the allocation process for staff, funding, equipment, space, and other resources.</td>
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<td>Yes</td>
<td>Serves on committees, representing CIRC in any discussions regarding space planning, staffing, or finance. Manage responses to requests and provide timely updates, reports, or data upon request.</td>
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<td>Yes</td>
<td>Analyze use of facilities and space logistics and manage equipment needs. Creates strategies to accommodate growth in students and faculty within the existing and new building spaces. Identify creative solutions to maximize space. Plan and implement policies to ensure maximum use of existing space and new building space given the current and projected needs of the CIRC. Present space strategies to the CIRC Director. Maintain relations and work closely with the School and campus Facilities Management on major and minor building needs.</td>
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<td>Yes</td>
<td>Responsible for management of CIRC endowment funds for distribution to awardees. Responsible for managing monthly Heart to Heart Training Club including recruitment of on and off campus presenters with the goal of enhancing knowledge, communication, and collaboration amongst labs on campus with cardiovascular application through a formal presentation followed by informal discussion and networking. Responsible for the development and oversight of administrative mechanisms for ensuring CardioStart Summer Program for High School Students program compliance with EH&amp;S, risk management, Dean’s office, and budget office.</td>
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<td>Yes</td>
<td>Responsible for tracking CIRC key performance metrics and drafting yearly update.</td>
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<td>Yes</td>
<td>Responsible for managing affiliate and core faculty membership approvals and renewals including membership applications, membership acceptance letters upcoming reappointments, and reappointment evaluations.</td>
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</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.

$73,900.00 - $88,849.92 (Annual Salary) Expected Pay Range within the Full Salary Range

$73,900.00 - $133,700.00 (Annual Salary)

**Required:**

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

Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management. Interpersonal skills including verbal and written communication, active listening, critical thinking. Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines. Solid knowledge of common University-specific computer application programs, including Microsoft Applications. Ability to use organizational skills to multi-task in a frequently changing environment. Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees. Effective critical thinking skills, and attention to detail are required for the position. Strong analytical and problem-solving skills with ability to analyze situations, identify existing or potential problems, make and implement recommendations with measurable goals. Use sound judgement and innovative decision-making concerning the planning, development, and implementation of new policies, procedures, and situational solutions. Ability to identify, understand, analyze and interpret complex written materials, situations and concepts and to effectively communicate results of analysis and recommend or implement an effective course of action. Experience administering research funding from agencies such as the NIH, NSF, JDRF, and other federal agencies. Advanced flexibility in adjusting priorities and assignments as needed to meet the goals and objectives of the CIRC. Advanced use of initiative for implementing solutions and procedures, anticipating problems and taking necessary action. Skill in maintaining calendars and organizing conferences and events planning. Skilled and resourceful at fact-checking through internet and literature searches.

**Preferred:**
Familiarity with working in a teaching/research environment Familiarity with University policies and procedures. Website/social media development/update experience.

**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](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](https://hr.uci.edu/policies/nondiscrimination.php).

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.