



Student Services Advisor - 62766-1A

Updated: Dec 14, 2023

Location: Irvine-Campus

Job Type:

Department: Chemical & Biomolecular Engr

Job Opening ID: 62766

Reports To: Yi-San Chang-Yen

Working Title: Student Services Advisor

Department: Chemical & Biomolecular Engr

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 004574

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. With 17 faculty, 275 undergraduates and 90 graduate students, we offer a vibrant academic community and a quality educational experience for our students. We consider the professional development of our graduate students and their research contributions to be central to the mission of CBE. Our faculty expertise and active research programs span topics ranging from the production of biofuels, commodity chemicals, pharmaceuticals, and biomaterials; to materials, processes, and systems for sustainable energy storage and conversion; to the development of nano- and bio-technologies for novel sensing, diagnostic, imaging, and therapeutic applications; to computational modeling and simulation.

The Academic Coordinator in the Department of Chemical & Biomolecular Engineering is a student services professional and the point of contact for faculty, staff, and students on graduate student matters. The position provides 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. Implements and oversees all aspects of the student recruitment process and advises prospective students on admissions-related issues such as admissions policies, financial support and fellowship opportunities, and campus housing options. Interacts with faculty, staff, and graduate students to ensure the integrity of the department's graduate program. Responsible for coordinating the organization of the department seminars. Supervises department accreditation review processes including internal reviews and ABET, and WASC accreditation for all programs. Supports the social

media goals of the department with leadership. Assists with commencement. Incumbent will serve and participate 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	Applies professional student services concepts in providing a variety of student services to the student population served by Department of Chemical & Biomolecular Engineering, and to faculty and management within that organization. Serves as a primary point of contact for CBE graduate students, faculty, staff as well as school and campus units on academic and program management aspects and resources for the department.
15%	Yes	Academic Advising: Provides advice and assistance to students on academic and degree progress and major requirements; assists students in determining a major, alternative academic options, resolve scheduling conflicts, and similar issues. Works with students to initiate leave of absence and withdraw requests as needed, advancement to candidacy, final degree paperwork, and provides advising support.
25%	Yes	Recruitment and Admissions: Implements outreach programs with specifically targeted institutions; advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals; reviews domestic transcripts for degree eligibility; initiates and arranges student recruitment visits.

10%	Yes	Financial Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options.
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5%	Yes	Student Services and Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. Provides policy interpretation and advise to graduate students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination. Works closely with other campus partners including GPS, Social Work, UCI Counseling Center, OAI, and Office of the Ombuds in managing related issues.
5%	Yes	Student Orientation: Responsible for the planning, coordination and hosting of the CBE Graduate Student Recruitment Day, Fall Orientation, Teaching Assistant Orientation, commencement, and information sessions.
	Yes	Career Counseling: Advises department / college / school students on resume preparation and interviewing.
	Yes	Events: Coordinates and implements non-complex student events and assists in the planning and implementation of complex events.
	Yes	Assists in organizing job fairs.
5%	Yes	In collaboration with campus support offices, provides basic information about moderately complex student immigration and visa processes to international students and scholars. Assists with preparation of student immigration and visa files. Coordinates and implements programs and workshops to support and retain international students / scholars.
	Yes	Refers students to the Career Center.
5%	Yes	Supervises department accreditation review processes, including internal reviews and ABET, WASC accreditation for all programs. Supervises the departmental collection of accreditation materials (ABET) provided by the Instructors/TA's. Organizes, tracks and maintains records of all department reporting and accreditation. Participates in all curriculum review processes, including internal reviews for undergraduate and graduate programs. Creates statistical tables and reports for various program reviews as requested. Works with the CASA office and acts as liaison for the department.

5%	Yes	Provide assistance and support to the department and other projects as assigned by CAO, Chair, or Graduate Advisor.
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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](#).

\$24.71 - \$33.29 (Hourly Rate) Expected Pay Range within the Full Salary Range \$24.71 - \$41.86 (Hourly Rate)

Required:

Bachelor's degree in related area and / or equivalent experience / training. Knowledge of advising and counseling techniques. Knowledge of University-specific computer application programs and pertinent databases. Ability to multi-task; verbal and written communication skills. Interpersonal skills. Multicultural competencies; ability to work with diverse populations. Basic knowledge of student immigration and visa processes pertaining to international students and scholars. Ability in problem identification and reasoning. Skills in service orientation, organization, active listening, and critical thinking. Knowledge of University processes and procedures. Understanding of University rules and regulations. 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. 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: Microsoft Office (Word, Excel, PowerPoint, Outlook). Adobe Acrobat, Firefox.

Preferred:

Experience working with Graduate Database, SLATE and fellowship systems. 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. Working experience with student admissions process and programs using admissions platforms

Working experience with the accreditation review process.

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/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.