



PROGRAM COORDINATOR - 53433-1A

Updated: May 16, 2023

Location: Irvine-Campus

Job Type:

Department: Materials Science and Engineer

Job Opening ID: 53433

Reports To: Director and Assistant Director of the UCI Materials Research Science and Engineering Center (MRSEC)

Working Title: Program Coordinator

Department: Materials Science and Engineer

Bargaining Unit: CX

FLSA: Non-Exempt

Payroll Job Code: 004722

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) is the UCI Materials Research Science and Engineering Center (MRSEC), funded by the National Science Foundation (NSF). UCI MRSEC builds on UCI's strengths in multidisciplinary science and engineering research, experiential learning, world-class facilities, and commitment to diversity. The Center's integrated activities—including novel materials research, partnerships with industry and national laboratories, entrepreneurial innovation, career development, and mentorship—are enabling a transformative long-term impact on fundamental science, advanced applications, and workforce development.

Under the supervision of the Director and Assistant Director of the UCI Materials Research Science and Engineering Center (MRSEC) (Center for Complex and Active Materials (CCAM)), Program Coordinator/Assistant position assists with administrative and operations support of the center. Responsibilities include the full management and coordination of varying calendars, coordinating meetings, events, facility reservation, develop written communications to broad and targeted audiences and send event communication. The position develops flyers, invitations, reminders, meeting & venue

coordination including set up and logistics (pre and post event). Process and coordinate travel and reimbursement arrangements and transactions. Keep meeting minutes, prepare itinerary for center stakeholders and provides other general administrative support as needed.

SECTION 4: ESSENTIAL FUNCTIONS

I UNDERSTAND I AM RESPONSIBLE FOR ADHERING TO THE UNIVERSITY DEPARTMENTAL INJURY AND ILLNESS PREVENTION PROGRAM (SB 198 GUIDELINES) IN PERFORMING THE ESSENTIAL FUNCTIONS ASSIGNED ON THIS POSITION DESCRIPTION. I UNDERSTAND I AM RESPONSIBLE FOR INCORPORATING UNIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

40%	<p>1 Manage the Materials Research Science and Engineering Center (MRSEC) (Center for Complex and Active Materials (CCAM)) activity and event calendar, assisting in planning, organizing, setting up the logistics and coordinating activities related to research and education & outreach.</p> <p>Coordinates and arranges all meeting/venue details, room reservation (and/or setting up the video conferencing), food catering, venue set-up/cleaning, sending reminders/notifications to participants, assisting flyer preparation, communications.</p> <p>Supports the Director and Assistant Director with vision of events and center operation by helping with the administrative coordination for such requests.</p> <p>Host and make travel arrangements/reimbursement for visitors for in-person workshops and seminars.</p> <p>Coordinates all guest and new student on-boarding, and center guest set ups including requesting net id/arrange safety training.</p>
20%	<p>2 Participate in bi-weekly meetings with the CCAM steering committee and other major meetings and recording notes and minutes.</p>
20%	<p>3 Coordinate arrangements and reporting paperwork for travel and hosting events. Manage, maintain and report accurate account of center event and travel expenditure.</p>
15%	<p>4</p>

Assist with center participants and the School and Campus stakeholders including writing correspondence upon receiving queries/concerns and initiating co-hosting of the events.

Serve as liaison and general resource between the steering committee and the center participants including faculty and junior research fellows as well as the campus leadership.

5% 5 Assist with other administrative 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](#).

\$26.14 - \$30.68 (Hourly Rate) Expected Pay Range within the Full Salary Range \$26.14 - \$37.46 (Hourly Rate)

Required:

Knowledge of software programs such as Microsoft Office including Word, Excel, Google and PowerPoint and Outlook and Video conferencing platforms including Zoom. Solid communication and interpersonal skills to communicate effectively with all levels of employees, guests and stakeholders, verbally and in writing. Ability to compose accurate and professional written documents for both daily administrative and operational use, as well as other professional writing as needed. Demonstrated experience coordinating and managing large and small-scale events and working with multiple vendors. Ability to learn and understand the UCI fiscal/financial system and policies Ability to handle multiple tasks by setting priority and work efficiently in a constantly evolving environment. Skill and ability to keep the Director and Assistant Director abreast of the progress of events, tasks, projects and assignments through scheduled updates, email communications and varying forms of communication. Demonstrated organizational and time-management skills. Ability to prioritize and multi-task effectively in a fast-paced, fluctuating workload, and changing environment with frequent interruptions Ability to

work both independently and collaboratively as a team. Demonstrate good interpersonal skills and relationships with co-workers. Effective organizational skills and ability to multi-task with demanding timeframes. Demonstrated strong analytical, organization, and problem-solving skills

Skill, Experience and ability to effectively manage and maintain varying individual and/or center calendars. Demonstrated financial and analytical experience, to include budgeting, tracking, reconciling, analyzing and reporting event, travel and related expenditures. Demonstrated experience and skill in providing all aspects of administrative support. Ability to analyze and interpret complex issues and policies, and formulate well-informed and objective conclusions/recommendations

Preferred:

Bachelor's Degree or a combination of education and four years of experience
Experience working in research institutions

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