



Search for the Senior Assistant Dean & Chief of Staff

Samueli School of Engineering

University of California, Irvine

Irvine, CA

The University of California, Irvine (UCI), a top public research university and one of the fastest growing campuses in the University of California system, seeks a strategic and collaborative leader to serve as the next Senior Assistant Dean and Chief of Staff for the Samueli School of Engineering.

UCI opened its doors more than 50 years ago to advance an audacious goal: improve society through globally preeminent research, life-enhancing discoveries, and a world-class education for the most talented people regardless of background. Guided by pioneering leaders, UCI has quickly become one of the nation's best universities and one of the most diverse and dynamic campuses in the world-renowned University of California system.

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials.

The Senior Assistant Dean and Chief of Staff works under the general direction of the Dean of the Henry Samueli School of Engineering, the Senior Assistant Dean and Chief of Staff is responsible for the entire scope of planning, operations, and resource management for the School, involving its administrative, instructional, and research functions.

The position has administrative management responsibilities for the following functional areas: the departments of Biomedical Engineering, Chemical and Biomolecular Engineering, Materials Science and Engineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science, Mechanical and Aerospace Engineering, as well as the School's research and administrative units. Incumbent conducts extensive planning for all operational, resource and program needs. Directs financial operations, oversees technology support operations for both administrative and instructional computing; provides leadership for management of all space, facilities, and capital needs; management responsibility for all human resources issues (both academic and staff) in the School.

Information on how to apply or provide a nomination is at the conclusion of this document.

Senior Assistant Dean and Chief of Staff for the Samueli School of Engineering

1. SPECIFIC RESPONSIBILITIES AND AUTHORITIES

Planning

In concert with the Dean, the Sr. Assistant Dean & Chief of Staff, prioritizes goals for the School and develop strategies to meet those goals. Ensures that the School's resource base and organizational structure are appropriate to achieve its defined goals in the context of a constantly changing and ever-growing environment. Provides leadership for all short- and long-range space planning in the School of Engineering as well as all capital projects.

Financial Management

Works directly with the Dean to develop and coordinate the School's budget request to the Executive Vice Chancellor. Responsible for providing leadership and guidance for all business functions in the School, including optimizing all business processes and identifying internal control points. Ensures development of systems that maximize resource expenditures while simultaneously limiting the School's risk and liability.

Human Resources:

Staff

Provides leadership for staff professional development, staff personnel actions, and related issues in the School. Manages or oversees the management of the School's support staff, including professional, technical, and clerical employees.

Academic

Provides advice, guidance, and assistance to the Dean and the cognizant Associate Dean on resource issues related to the employment of all Senate and non-Senate academics in the School, including short- and long-range faculty recruitment plans, management of faculty Sub-0 provisions, and development of faculty set-up and retention packages. Provides advice on possible strategies and/or solutions when difficult and sensitive situations arise involving faculty.

Academic Planning and Administration

Advises and assists the Dean, associate deans, and department chairs on all matters concerning the development, enhancement, and administration of the School's current and long-range academic plan. Works with the department chairs and Chief Administrative Officers (CAOs) to determine the effectiveness of the School's major departments and their contribution to attaining the School's instructional and research goals. Develops rationale and justification for current permanent and general support budget requests and negotiates these request with the central administration. Analyzes and prepares reports for use in space and resource planning in order to meet diverse instructional and research needs. Directs the development of technology resources in support of the administrative and instructional activities of the School.

Oversees fiscal and administrative management of the School's interdisciplinary programs, maintaining good communication with the cognizant Associate Dean as well as counterparts in all other UCI schools, in particular the Schools of

Physical Science, Biological Sciences, the Arts, Medicine, Business and ICS.

Working Relationships

The Sr. Assistant Dean & Chief of Staff is accountable to the Dean for the management of all assigned responsibilities. Advises, informs, and works with the School's associate deans, department chairs, program and center directors, faculty, students, and staff.

Acts as the School's liaison with the university's administration and with UCI Schools, Colleges, Centers, Institutes and other entities. Works with the Dean in the engagement and support of industry and all external partners and constituents, public and private.

Liaison and collaboration with Academic Affairs, Human Resources, Academic Personnel, Special Services, Admissions, Registrar's Office, all Administrative and Business Services units, Student Affairs units, Capital Planning, Design and Construction, Financial Planning, University Advancement, and all other entities of the campus, as necessary.

Scope of Responsibilities:

The School of Engineering includes 160 filled faculty provisions, 9 Adjunct Faculty, approximately 23 lecturers, 225 research and visiting appointments, 600 Graduate Student Researcher/Teaching Assistants/Readers, 86 undergraduate student and casual positions and 148 staff positions; an annual operating budget exceeding \$52 million, \$32.5 million in extramural funding awards, equipment valued at more than \$25.9 million, facilities in excess of 230,000 in space, undergraduate enrollment exceeding 3600, and graduate enrollment of about 1,000 students.

There are currently six departments: Chemical and Biomolecular Engineering (CBE), Materials Science and Engineering (MSE), Civil and Environmental Engineering (CEE), Electrical Engineering and Computer Science (EECS), Mechanical and Aerospace Engineering (MAE) and Biomedical Engineering (BME).

Engineering student services include; Undergraduate Student Affairs, Graduate Student Affairs the Center for Opportunity and Diversity in Engineering (CODE), and Mathematics Engineering Science Achievement (MESA) Program. The School has received ABET accreditation in the following areas of engineering: Aerospace, Civil Computer, Electrical, Environmental, Mechanical, and Materials Science.

Qualifications, Experience, and Education:

The Senior Assistant Dean & Chief of Staff will bring many of the following professional qualities and experiences:

1. Superior interpersonal and communication skills to interact effectively with a diverse audience at all organizational levels within and outside of the School of Engineering.
2. Advanced skill to determine needs, analyze and explore options, and develop creative, flexible, sound plans.

3. Skill to apply logic and good judgment in decision making and skill to respond thoroughly and proactively to School needs in order to meet objectives and goals which further the academic mission of the School of Engineering.
4. Proven ability to develop long-range plans that include financial commitments for capital expansion projects, facilities renovation, and capital equipment purchases for instructional and research facilities.
5. Strong management, organizational and leadership skills in order to implement plans that meet the programmatic needs of the School and distribute and maximize the use of a diverse workforce.
6. Strong institutional, managerial, and professional knowledge of higher education and administrative management.
7. Superior analytical skills to conduct planning for all operational, resource, and program needs.
8. Working knowledge of regulations governing financial administration of federal and state government research contracts and grants.
9. Bachelor Degree in administration, planning, information systems, or another related field or equivalent combination of education and experience.
10. Minimum of 9-10 years progressively responsible experience in an administrative management role in business or higher education.
11. Proven leadership skills to provide effective oversight and supervision to a broad range of technical, administrative and programmatic employees.

Preferred Skills Knowledge and Abilities:

1. Working knowledge of the policies, procedures and practices of the UC system and in particular the University of California, Irvine.
2. Experience in coordinating ABET accreditation reviews for undergraduate engineering curricula.
3. Fundraising experience in order to collaborate with the Dean, School Development Officer and faculty in successfully negotiating partnerships with industry and foundations.
4. Ability and knowledge to oversee computer and broad range of laboratory facilities.
5. Advanced degree in administration, planning, Engineering, or another related field.
6. Knowledge of UCI capital planning, facilities and space regulations and practices.
7. Past experience planning and implementing effective and cost-efficient renovations of existing space and configuration and furnishing of new space.
8. Experience in conducting UC/campus reviews of education programs.
9. Experience in the administrative management of a complex academic program/school in a higher education environment.

About UCI

The University of California, Irvine was founded in 1965 with a mission to catalyze the community and enhance lives through rigorous academics, cutting-edge research, and dedicated public service. Today, we draw on the unyielding spirit of our pioneering faculty, staff and students who arrived on campus with a dream to inspire change and generate new ideas. We believe that true progress is made when different perspectives come together to advance our understanding of the world around us. We enlighten our communities and point the way to a better future.

UCI is the youngest member of the prestigious Association of American Universities. The campus has produced three Nobel laureates and is known for its academic achievement, premier research, innovation and anteater mascot. Led by Chancellor Howard Gillman, UCI has more than 36,000 students and offers 222 degree programs. It is located in one of the world's safest and most economically vibrant communities and is Orange County's second-largest employer, contributing \$5 billion annually to the local economy.

To learn more about UCI, please visit: www.uci.edu.

About the University of California System

The University of California opened its doors in 1869 with just 10 faculty members and 38 students. With 10 campuses, 5 medical centers, 3 national labs and a network of agricultural and natural research centers, the UC system includes more than 280,000 students and more than 227,000 faculty and staff, with 2.0 million alumni living and working around the world. For almost 150 years, UC has expanded the horizons of what we know about ourselves and our world. UC campuses are routinely ranked among the best in the world, and UC reach extends beyond campus borders.

UC students, faculty, staff and alumni exchange ideas, make advancements and unlock the secrets and mysteries of the universe every day. They engage with their local governments, serve California schools, protect the environment and push the boundaries of space.

UC's reach extends far beyond the classroom: UC is committed to fostering innovation, championing sustainability, being a model for educational opportunity and providing needed public services and spaces to California.

From all backgrounds, ethnicities and incomes, UC attracts the best and brightest. UC undergraduates come from all over California, and they work hard to make it to college. In fact, 37 percent of UC students come from low-income families.

UC's faculty are the drivers behind innovations in biotechnology, computer science, art and architecture — and they bring that knowledge, that greatness, directly to the classroom. UC's faculty is home to 64 Nobel laureates. Secures \$7 in federal and private dollars for every \$1 in research funding provided by the state of California

UC's entrepreneurship ecosystem keeps California on the leading edge. Thousands of California jobs, billions dollars in revenues, and countless everyday household items — from more plentiful fruits and vegetables to compact fluorescent light bulbs — can be traced back to UC discoveries. Similarly, many of

the state's leading businesses are based on UC technology, founded by our faculty or led by UC graduates.

Besides world-class classrooms and labs, UC has dozens of museums, concert halls, art galleries, botanical gardens, observatories and marine centers — academic resources, but also exciting gathering places for the community. Another half million people benefit from UC Extension's continuing education courses and from Cooperative Extension's agricultural advice and educational programs located throughout the state.

To learn more about the UC system, please visit: <http://www.universityofcalifornia.edu>

Compensation

Salary will be competitive and commensurate with experience.

Location

Irvine is located in the heart of Orange County, with two major freeways, rail service, and its own airport – John Wayne Airport. Laguna Beach, Huntington Beach, Corona Del Mar, and Catalina Island are only a short distance away. Irvine is located less than an hour from Los Angeles International Airport and downtown Los Angeles. The city of Irvine, incorporated on December 28, 1971, is among the nation's largest planned urban communities, encompassing more than 65 square miles. Located in the heart of Orange County, in a city consistently ranked as one of the best and safest places to live in the United States, UCI enjoys the best of what Southern California has to offer: beaches, mountains, deserts, and a broad variety of cultural, entertainment, and intellectual activities. Learn more about Irvine at: www.destinationirvine.com.

Please use this link to apply for this opportunity:

<https://careersucirvine.ttcportals.com/jobs/7777917-senior-assistant-dean-and-chief-of-staff>

Contact Michele Haynes, Sr. Recruiter, UCI Campus Talent Acquisition, with inquiries or to share a nomination: mchaynes@uci.edu.

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](#).