

Academic Coordinator - 66227-1A

Updated: Mar 12, 2024

Location: Irvine-Campus

Job Type:

Department: Civil & Environmental Engr

Job Opening ID: 66227

Reports To: Chief Administrative Officer

Working Title: Academic Program Coordinator

Department: Civil & Environmental 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 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 Graduate Program Coordinator in the Department of Civil and Environmental 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 coordination of the schedule of classes with the CAO, assisting with 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. The position will also support the Department Chair and CAO, with the preparation of quarterly and 3-year teaching plans. Incumbent will serve and participate in special projects and other duties as assigned.

% 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 the organization, and to faculty and management within that organization.
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.
		Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct.
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.
15%	Yes	Financial Aid: Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options.
5%	Yes	Student Orientation: Conducts orientations of new students.
	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	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.
	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. Organizes and assists MSO 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 CASA office and acts as liaison for the department.
5%	Yes	Provide assistance and support to the departmental and attend and take minutes in faculty meetings, and other projects as assigned by CAO, Chair, or Graduate Advisor.

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 \$24.71 - \$29.00 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$24.71 - \$41.86 (Hourly Rate).

Department Website:

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

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. 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