Job Summary:
Under the direction of The Donald Bren School of Information & Computer Sciences (ICS) Executive Director in the Stacey Nicholas Office of Access and Inclusion (OAI), the Assistant Director assists in the oversight of the Office’s recruitment and retention programming and training efforts and the management of broad-based inclusion initiatives. The primary function is to develop and administer programs and initiatives to advance retention, recruitment and outreach efforts focused on graduate and undergraduate students underrepresented in the area of computing. These groups include Women, Latino, African-American, Native American and Pacific Islander. Working closely with both the Executive Director and undergraduate students, graduate students, and student club leadership, advance the Office’s mission and vision and monitor and develop strategies to ensure academic excellence. Incumbent develops outreach activities, provides services related to academic advising, coaching and tutoring, promotes student retention, and prepares and presents annual reports. Provides recommendations for policy implementation within the Schools programs and practices to foster inclusion for students, alumni, visitors and others. Writes reports and proposals, undertakes financial planning and tracking, maintains strong alumni relationships, and evaluates the success of program activities.

The Stacey Nicholas Office of Access and Inclusion’s (OAI) mission is to recruit, retain, and graduate talented graduate and undergraduate students from historically excluded populations who are currently underrepresented in The Donald Bren School of Information and Computer Sciences (ICS). ICS aims for excellence in research and education. Our mission is to lead the innovation of new information and computing technology by fundamental research in the core areas of information and computer sciences and cultivating authentic, cutting-edge research collaborations across the broad range of computing and information application domains as well as studying their economic, commercial and social significance. The diversity of our collaborations serves to reshape domains as far reaching as education, art and entertainment, business and law, the environment and biological systems, health care and medicine. Consistent with our mission, we are committed to ensuring excellence through inclusion, producing a diverse, educated workforce for advancing technology, stimulating the economy and transferring new technology into the public realm to greatly advance quality of life.

Job Description:
Job Essential Function 1
Percent of Time: 50%
Administers a small to mid-sized program with primary responsibility for administrative and programmatic activities. Works with program leadership to identify and pursue funding opportunities and revenue streams. Implements existing programs in addition to leading new recruitment and retention efforts for underrepresented students. Works collaboratively with the Donald Bren School of Information and Computer Sciences’ departments and other university offices to implement robust programs and activities to recruit and retain underrepresented students into ICS majors. Provides academic, career, educational and personal coaching to students, parents, teachers and faculty who participate in recruitment and retention programs.
Job Essential Function 2  
Percent of Time: 20%  
Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. Works with community and industry partners and alumni to identify and develop placement and internships opportunities for the underrepresented student populations served. Represents ICS OAI in committees, conferences, and meetings addressing short-term and long-term program plans for improving education and increasing the diversity of students, scholars and faculty within the University.

Job Essential Function 3  
Percent of Time: 10%  
Participates in the program budgeting and accounting processes to support financial infrastructure of program. Analyzes recruitment data and monitors recruitment processes and plans for continuous improvements and enhancements.

Job Essential Function 4  
Percent of Time: 10%  
Collaborates with the DBSICS Communications office to market and publicize outreach efforts, recruitment and retention initiatives. Provides content for the OAI webpage and social media channels with regular updates to maintain relevancy.

Job Essential Function 5  
Percent of Time: 10%  
Works with program leadership to identify and pursue funding opportunities and revenue streams.

**Skills, Knowledge and Abilities:**
**Required:**
Works with program leadership to identify and pursue funding opportunities and revenue streams.

Strong ability to think creatively and independently on concepts requiring advanced analytical skills.

Ability to coordinate campus community presence through personal contacts and the use of community organizations.

Strong ability to work collaboratively with internal and external peers and managers.

Strong oral and written communication skills.

Strong interpersonal skills and ability to work with diverse groups to achieve results.

**Preferred:**
Academic background and experience in selected area of research preferred.

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