Recruitment Number: 5072
Job Code: 007243
Job Code Title: ADMIN ANL
Working Title: Department Coordinator
FLSA: Non-Exempt
Appointment: Career
FTE: 100%
Recruit Type: External
Dept Name: Donald Bren School Of ICS
Location: UCI Campus - Irvine
Schedule: 8-5, M-F
Salary: Monthly $23.58-27.85

Job Summary:
Under minimal direction, manage the personnel process for non-senate (including visitors, teaching associates, researchers paid by individual/groups of faculty, and other staff) appointments in the Department of Informatics. Prepare non-senate recruitment advertisements. Manage and coordinate recruitment activities for non-senate faculty positions in the campus online RECRUIT system. Prepare and process all non-senate faculty appointment and reappointment files. As necessary, responsible for coordinating the J-1 visa process for non-senate appointments and renewals. Coordinate and oversee the onboarding process for all incoming non-senate appointees. Maintain non-senate academic personnel files.

Under the minimal direction, the Department Coordinator administers all aspects of the graduate and undergraduate programs in the Department of Informatics, with primary overarching responsibilities for graduate support administration, curricular and program management, admissions and recruitment, and fellowship support. Assist with the TA/Reader appointment process. Responsible for supporting Ph.D. programs in Informatics and Software Engineering and undergraduate programs in Informatics, Software Engineering, Business Information Management, and Computer Game Science, particularly in terms of curricular change and annual graduate student reviews. Responsible for managing graduate admissions and recruitment, as well as recruiting materials. Responsible for supporting all aspects of fellowship applications and reviews. Serve as key advisor to the Vice Chairs for Graduate Affairs and Undergraduate Affairs, Department Chair, Department Manager, and faculty members on all programmatic and administrative matters regarding undergraduate and graduate programs. Develop and maintain a timeline of duties related to this position.

Job Description:
Job Essential Function 1
Percent of Time: 40%
NON-SENATE PERSONNEL ADMINISTRATION

- Independently manage the academic visitor program for the department by initiating documents required for inviting and appointing foreign and domestic scholars and researchers to UCI. Compose invitation letters and coordinate gathering of materials with potential visitors and faculty. Research and determine appointment titles and levels, and prepare dossiers for non-senate academic research appointments.
- Manage appointment process for all grant-supported and non-senate employees of department faculty. Work closely with Dean's Office Financial Analysts and Personnel Office to assemble necessary documentation to employ undergraduate assistants, researchers, and staff associated with faculty research groups. Compose and submit academic advertisements for approval when necessary. Consult with Bren School Personnel Office to determine appointment titles and levels and prepare dossiers. Gather pertinent appointment information and submit for approvals. Follow-up with faculty and Bren School Personnel Office to ensure all appointments are processed.
- Responsible for coordinating the entire J-1 visa process from beginning to end. Serve as the coordinator for all international non-senate academic appointments. Serve as liaison between the department, the International Office, and the applicant on all issues related to J-1 visas. Determine visa requirements and prepare appropriate documentation. Initiate the J-1 process and compile all required information for J-1 applicants, including preparing all required forms.
- Orient new visitors/researchers/staff/lecturers to UCI, Bren School, and Informatics administrative policies and procedures. Provide information on housing, childcare & schooling, benefit options, teaching policies and procedures as needed. Respond to unique and diverse questions and needs.
- Advise and oversee non-senate personnel appointments that are initiated and processed by staff from our Self-Supporting Programs. Serve as liaison to ISR and the Connected Learning Lab and assist both entities in matters related to academic personnel.
- Process exceptions for Ph.D. students to teach courses as Teaching Associates.
- Track and independently manage appointments and renewals in the non-senate database.

Job Essential Function 2
Percent of Time: 20%

GRADUATE SUPPORT ADMINISTRATION
- Assess TA eligibility based on academic progress, admissions commitment, department TA/Reader employment policies, and financial support policies for graduate students (Ph.D. and M.S.) in the Department of Informatics.
- Analyze planned teaching schedule and help determine optimal TA and Reader allocations to meet student enrollment needs, instructional needs, and availability of resources. Provide feedback and reporting to the Department Manager, the Department Chair, and Vice Chair for Undergraduate Affairs for future resource needs.
- Collaborate with the Department Manager and the Vice Chair for Undergraduate Affairs to make quarterly offers for TA and Reader assignments based on assessment of eligibility, funding availability, student enrollment, and student accommodation requests (i.e., disability or personal). Utilize the Bren School graduate database and the FWA online system from UCI’s Graduate Division to input quarterly compensation requests. Review the TA application site for potential TAs and Readers. Advise faculty on TA and Reader support for courses, as needed. Responsible for the preparation of graduate student employment documents, including online entry of employment into the grad-info database. Work with the directors of the MHCID and MSWE self-supporting programs to ensure that they have the adequate TA support for their course offerings.
- Responsible for reviewing payroll ledgers for department graduate appointments; reconciling documents with ledgers and downloading summary data utilizing Excel to analyze, sort, and provide comprehensive reports.

Job Essential Function 3
Percent of Time: 20%

CURRICULAR AND PROGRAM MANAGEMENT
- Provide support for curricular changes, course revisions, catalog changes, and new course listings. Submit course revisions to the Student Affairs Office. Track and maintain a continuous record of course changes to confirm that the changes have been approved. Proofread and update the Department catalog for accuracy and make revisions in collaboration with the Student Affairs Office. Manage the graduate and undergraduate program webpages.
• Work with the Department Manager and the School’s Instructional Support Manager to support the Vice Chair in building the annual teaching plan, enrollment forecasting, and determination of instructional resource needs. Track changes to the teaching schedule and provide updates to the Student Affairs Office. Coordinate with the SAO to set up Informatics 295 (Special Topics) courses.
• Communicate requested room changes/expansionsUpdates to the Department Manager and the School Instructional Support Manager.
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• Responsible for the preparation of the Graduate Student Handbook and graduate student directory. Provide administrative support to the graduate recruitment committee.
• Responsible for the management of departmental graduate and undergraduate alumni records. Provide direction to the departmental student assistant who maintains a spreadsheet of graduate and undergraduate contact information and current employment locations.
• Collect and analyze graduate teaching evaluations for the Vice Chair and Chair.
• Manage the department graduate review process. Distribute the annual review forms to Ph.D. students, collect data for the review, and provide assistance to the Vice Chair for Graduate Affairs in preparing materials for departmental graduate review meetings. Prepare progress review letters and distribute signed letters to the Ph.D. students as well as maintain a history of past reviews in the graduate review spreadsheet.
• Obtain Informatics 299 (Independent Study) course contracts from instructors several weeks after course has begun. Maintain a historical record of Individual Development Plans.
• Provide support for various graduate and undergraduate town hall events. Responsible for planning quarterly events for each major.
• Support the Vice Chair for Undergraduate Affairs in organizing the assessment plans for undergraduate programs. Assist the Vice Chair for Undergraduate Affairs with the distribution of the annual undergraduate senior survey.

Job Essential Function 4
Percent of Time: 20%

ADMISSIONS AND RECRUITMENT & FELLOWSHIP SUPPORT
• In consultation with the Vice Chair for Graduate Affairs, Bren School Student Affairs Office, and the Business Office, facilitate graduate student recruitment and the admissions process for Ph.D. and M.S. students in the Department of Informatics. Assist the department in forecasting admissions targets and support graduate admissions by providing the faculty with data to facilitate the decision-making process. Manage the graduate applications in Slate and provide support to the Admissions Committee to assist in the selection process. In close collaboration with Admissions Chair, revise award letters to match competing offers, GDRF matching awards, diversity fellowship awards (ECR and GOF), departmental top off awards, and other factors that impact award letter issuance. Distribute financial support offer letters to Ph.D. candidates.
• Advise the Admissions Chair and committee on policies and procedures related to admissions and graduate support packages.
• Responsible for managing the annual graduate student recruitment visit day in coordination with the Informatics Admissions committee and Bren School Student Affairs Office.
• Develop and maintain graduate and undergraduate promotional and recruiting materials. Coordinate social media campaigns and implement other initiatives to increase applications and
admissions yield. Responsible for the planning and coordination of graduate recruitment and outreach programs.

- Coordinate with Vice Chair for Undergraduate Affairs to hold ICS undeclared / campus undeclared information sessions.
- Assist with summer programs as needed.

- Identify all departmental, school-wide, campus-wide, and outside fellowship opportunities for students.
- Responsible for managing all aspects of the fellowship and award process: notify all eligible students of nomination opportunities and deadlines; track nominations and student responses; coordinate all paperwork related to the nominations for review by the Vice Chair; compile and submit final nominations to the appropriate organization. Upon notification of final awards, advise the students and faculty on the status of awards and student acceptances.
- Manage the departmental travel fellowship process, which includes collecting and organizing documents, forwarding nomination packets, tracking award recipients and sending a personalized message to the candidates regarding their award status.
- Interface with the appropriate organizations to coordinate the application process for internal Bren School fellowships.
- Assist with the Graduate Diversity Ambassador fellowship appointment process. Coordinate the Graduate Diversity Ambassador’s outreach efforts with the Office of Access and Inclusion and the Vice Chair.
- Identify undergraduate students who would be eligible for the NSF Graduate Research Fellowship

Skills, Knowledge and Abilities:

Required:

- Experience reviewing and interpreting UCI Academic Personnel policies and procedures.
- Ability to independently assess priorities in order to meet multiple deadlines and complete projects in an environment of heavy workload, competing objectives, and frequent interruptions.
- Demonstrated ability to work as part of a team and to develop and maintain effective working relationships with faculty, staff, campus administrators, students, and professionals throughout and outside of the University.
- Political acumen sufficient to understand the university hierarchy and deal appropriately with persons at all level of the hierarchy.
- Demonstrated written skills to compose accurate memos, letters, handbooks, and other communications using word-processing and database software.
- Extensive working knowledge of personal computers, and proficiency utilizing standard software programs and information technology.
- Ability to perform analyses and create reports using Excel spreadsheets.
- Skill in managing and organizing electronic and non-electronic records.
- Ability and willingness to maintain a positive attitude and contribute as an individual and as a team member to achieve the goals and mission of the Department.

Desired:

- Experience working in an academic department.
- Experience with the TA/Reader appointment process.
- Experience working with Graduate Division personnel with respect to graduate student support.
• Familiarity with university and campus-wide policies and procedures.
• Knowledge of UCI campus departments and central administrative offices, their services, and their roles.
• Familiarity with the mission, organizational structure, policies, and procedures of the Donald Bren School of Information and Computer Sciences.
• Experience working with the Fellowship Web Application system.
• Experience collecting fellowship materials, working with faculty to solicit nominees, and submitting fellowship applications.
• Skill in managing curricular changes.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/4970597-department-coordinator