Job Summary:
The Department Coordinator provides independent administrative support for the Department of Informatics and the Connected Learning Lab in the Donald Bren School of Information and Computer Sciences. The Department Coordinator Uses professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues including: planning, organization, events, financial, and delivery of services and activities. Administers defined operational programs within marketing, admissions, financial, travel, and instructional support. Analyzes and resolves operational problems of moderate scope and serves as the point of contact to the school’s Dean’s Office, campus units, faculty, students, public, and private agencies.

Job Description:
Job Essential Function 1
Percent of Time: 40%
Implements and coordinates research activities for event administration, workshops, seminars, symposia., etc. Assists with the preparation of promotional communication materials and distribute materials and announcements. Arrange accommodations, travel, and refreshments for participants.

Job Essential Function 2
Percent of Time: 35%
Administers a defined operational program or activities which may include some of the following functions: finance, facilities, space planning, student services, hiring and recruiting, and communications. Provides administrative support for various faculty research groups, academic visitors, research scholars and students for the Department of Informatics and the Director and Research Personnel for the Connected Learning Lab. Responsible for conveying UC policies and procedures regarding purchasing, travel, and event administration.

Job Essential Function 3
Percent of Time: 25%
Gathers and analyzes financial and other resource data; prepares reports of operational activities, evaluates current and proposed services, etc. Manages the day to day workflow of financial matters for faculty members including: ordering equipment and supplies, travel reimbursements, receipts, tracking expenditures, and provide financial support for IRB surveys that involve processing cash advances and distributing and tracking incentives for study participants.

Skills, Knowledge and Abilities:
Required:
Ability to use sound judgment in responding to issues and concerns. Ability to initiate work and complete tasks with a minimum of direction.
Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing. Draft agendas, prepare accurate and succinct minutes, and follow up on action items.

Solid organizational skills and ability to multi-task with demanding timeframes.

Working knowledge of common organization-specific and other computer application programs.

Ability to use discretion and maintain confidentiality.

Experience with scheduling and coordinating multifaceted logistics for meetings, conferences, symposia, workshops, and special events.

Maintaining tracking and filing systems for efficient and accurate retrieval of information

Skill to analyze situations, define problems, identify relevant factors

Bachelor's degree in related area and/or equivalent experience/training.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/7939195-department-coordinator