Job Summary:
Uses skills as a seasoned and experienced administrative operations professional to manage, plan and administer the operations of the Department of Computer Science. The Department of Computer Science is seeking a highly organized, resourceful, and detail-oriented multi-tasker to provide analytical support to the department manager, Chair, faculty, students, and departmental programs and initiatives. Assesses and analyzes the effects of changes in procedures on department operations and gives recommendations to department administration for modifications as required. Maintains broad knowledge of University policies, procedures, and their current interpretations. Will work with MCS Staff Director on program management, student assistance, financials, scheduling, outreach and other administrative responsibilities. Manages and audits expenditures associated with faculty and graduate student recruitment and generates financial reports for review and analysis with the Department Manager, Chair, Search Committee Chair and Graduate Directors.

Job Description:
Job Essential Function 1
Percent of Time: 10%
Provides input into non-technical portions of grant and contract proposals.

Job Essential Function 2
Percent of Time: 5%
Assists in the maintenance of organizational website content; drafts newsletters and correspondence to organizational constituents.

Job Essential Function 3
Percent of Time: 20%
Administers facilities and space logistics and manages equipment needs. Performs studies for resource plans, including approaches, trends, sources and uses. Develops and implements procedures for supply inventory and to keep equipment in good working condition.

Job Essential Function 4
Percent of Time: 5%
Acts as safety coordinator.

Job Essential Function 5
Percent of Time: 5%
Serves on committees, representing department / unit.

Job Essential Function 6
Percent of Time: 5%
May supervise a small group of students.
Job Essential Function 7
Percent of Time: 5%
Performs recharge administration.

Job Essential Function 8
Percent of Time: 30%
Manages, plans and administers a range of administrative operations. Administrative operations include budgetary financial reviews and may include some of the following functions: IT support, facilities oversight, and student services.

Job Essential Function 9
Percent of Time: 15%
Assists with the preparation of budgets and financial reports for funding which may be complex.

Skills, Knowledge and Abilities:
Required:
Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.

Ability to use discretion and maintain confidentiality.

Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.

Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.

Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.

Preferred:
Solid knowledge of common University-specific computer application programs.

Strong skills in short-term planning, analysis, problem-solving, and customer service.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10289792-department-coordinator