Recruitment Number: 43771
Job Code: 006083
Job Code Title: ACAD PRG MGR 1
Working Title: Executive Director – Access & Inclusion
FLSA: 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: $103,100.00 - $157,200.00

Job Summary:
UCI is a Minority Serving Institution, designated as an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) and as a Hispanic-Serving Institution (HSI). These federal designations align with UCI’s aspiration to be a national leader and global model for inclusive excellence. The Executive Direction oversees and provides visionary and programmatic leadership for The Stacey Nicholas Office of Access in Inclusion (OAI), in conjunction with the Donald Bren School of Information & Computer Sciences (ICS) Dean, and the UCI Office of Inclusive Excellence (OIE). OAI’s aim is to recruit, retain, and graduate talented graduate and undergraduate students from historically excluded populations who are currently underrepresented in ICS fields of study.

In line with OIE, campus-wide and ICS initiatives, the Executive Director develops long-term vision and goals, policies and procedures, as well as managing ongoing operations of programs and oversees an operational budget to achieve objectives. Oversees, through subordinates, all strategic elements of program administration including coordinating efforts with the UCI Office of Inclusive Excellence (OIE), establishing programs and initiatives, and building relationships with community colleges and historically minority-serving institutions. Working together with ICS faculty, spearhead grant-writing efforts for obtaining National Science Foundation, National Institutes of Health and other externally funded awards that emphasize diversity and collaborative relationships. The Executive Director oversees school-wide diversity programming and training, and broad-based inclusion initiatives that impact ICS and the campus at-large. The Executive Director conceives, develops, interprets, and administers academic and career development programs to advance retention, recruitment and outreach efforts for current and prospective undergraduate and graduate students underrepresented in computing fields. Duties include advancing OAI’s mission and vision, monitoring and developing strategies to ensure academic excellence, developing and overseeing public-facing outreach and recruitment activities, promoting student retention, preparing and presenting annual reports to the Deans, Donors and Foundation Boards, providing recommendations for school-wide policy implementation, fostering inclusion for students, alumni, visitors and others, writing reports and proposals, financial planning and budgeting, maintaining strong alumni relationships, and evaluating the success of program activities.

Independently manages and provides technical direction in conjunction with faculty director for a complex academic or research program of high visibility. Develops the long-term vision and goals, policies and procedures, as well as managing ongoing operations of program(s) and oversees a fairly large operational budget to achieve objectives. Responsible for recruiting and retaining industry leaders to partner with research program in achievement of center goals. Develops and manages a membership program for industry partners. Oversees, through subordinate Academic Program Management Officers, all strategic elements of program administration including establishing program partners. Uses highly specialized expertise in research or academic specific concepts and objectives.
Job Description:

Job Essential Function 1
Percent of Time: 20%
Manages the design and development of Outreach, Access and Inclusion (OAI) for ICS academic program components and oversees execution of funded programs that foster and support Science, Technology, Engineering and Mathematics (STEM) education, K-12 and community college outreach initiatives.

Job Essential Function 2
Percent of Time: 20%
Provide leadership, counsel, information and advocacy, develop, implement evaluate and refine the school’s access and inclusion diversity strategic plan for financing program activities and ensuring ongoing sustainability of program. In coordination with ICS External Relations and Engineering faculty, identify and pursue external fund sources. Cultivates relationships and develops new opportunities to develop proposals to secure resources to fund scholarships and school programs. Works with faculty and leadership to identify and develop continuance of funding from multiple external sources for new and existing programs. Identify opportunities and implement partnerships with faculty on related research and funding sources. Plans, directs and controls program budget(s) and manages financial, HR, technical and other supporting resources. Responsible for the financial oversight and management of the Office of Outreach, Access and Inclusion annual budget. Identifies and develops continuance of funding from multiple external sources.

Job Essential Function 3
Percent of Time: 20%
Ensures through subordinates varied and competing requirements associated with managing an innovative program in a university and / or government environment. Achieves organizational objectives through subordinate staff who administers K-12, community college outreach initiatives, events, and student activities. Provides leadership in the development and strengthening of the school’s outreach and recruitment efforts for undergraduate and graduate student enrollment, in particular from underrepresented groups via career fairs, conferences, college fairs and open house events, high schools, community colleges, and from targeted diversity programs and groups, and targeted diversity programs. Strategize and develop outreach and expansion to include international programs.

Job Essential Function 4
Percent of Time: 15%
Develops ideas and options for faculty review and decision-making. Develops and implements instruction and research programs that reflect faculty interests. Lead initiatives and provide guidance to equity advisors, school Dean, Associate Deans and department chairs in the strategic planning, development, training and roll out of active recruit initiatives attract and recruit prospective faculty and postdocs specific to women, underrepresented groups at universities, conference, and targeted diversity programs. Works collaboratively with DBSICS academic departments and other university offices to develop and implement robust programs and activities to recruit and retain students from underrepresented minority groups and women into the engineering majors, promoting inclusion and advancing equity.

Job Essential Function 5
Percent of Time: 10%
Leads and provides support, integration and implementation of broad range public relations activities of OC STEM initiative, with social and brand communication strategies to promote such programs.
Job Essential Function 6
Percent of Time: 5%
Ensures the development, implementation, and adherence to policies regarding intellectual property in addition to negotiating and managing IP agreements and contracts.

Job Essential Function 7
Percent of Time: 5%
Ensures the assessment and success of the program(s) effectiveness, and recommends changes to program's content, policies and strategic goals accordingly. Oversee data collection process.

Job Essential Function 8
Percent of Time: 5%
Develops and maintains liaisons with external Foundation Boards, and serves as representative of the program to governing boards, outside agencies, and the public. Prepare and present annual reports to the Dean, Donors and Foundation Board. Works closely with key DBSICS faculty, Development and External Relations, Student Affairs and Career Center staff.

Skills, Knowledge and Abilities:
Required:
Strong negotiation skills and verbal and written communication skills; ability to influence / persuade all levels of staff.

Skills in organization and customer service to effectively manage multiple important priorities.

Managerial experience and proven success in managing a complex research or academic program(s).

Expert ability to work with dynamic and diverse group of faculty, staff and students.

Leadership experience in academic and / or government agencies.

Expert oral and written communication skills.

Academic or research background and recognized expertise in selected area.

Demonstrated expertise in building collaborations between academia, industry and / or governmental agencies.

Demonstrated expertise with program building within a leading academic institution and administrative, budgetary, human resources and financial principles and practices.

Preferred:
Strong fundraising experience.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10791281-executive-director-access-and-inclusion