Job Summary:
Under the minimal direction of the Department Manager, the Program Administrator is responsible for all aspects of the graduate and undergraduate programs in the Department of Informatics, with primary overarching responsibilities for graduate financial support, program management, and fellowship support. Responsible for managing the TA/Reader appointment process, ensuring all Ph.D. students are financially supported per department policy, and maintaining departmental records of funding support for Ph.D. students. Responsible for supporting Ph.D. programs in Informatics and Software Engineering and undergraduate programs in Informatics, Software Engineering, BIM, and GDIM, particularly in terms of curricular change and annual graduate student reviews. Responsible for assisting the local graduate admissions committees in the recruitment process. Responsible for supporting all aspects of graduate reviews. Serve as key advisor to the Vice Chairs of Graduate Affairs and Undergraduate Affairs, Department Chair, Department Manager, and faculty members on all programmatic and administrative matters regarding undergraduate and graduate programs.

Job Description:
Job Essential Function 1
Percent of Time: 50%
Applies professional student services concepts in providing a variety of student services to the student population served by the organization, and to faculty and management within that organization. Responsible for the hiring and assigning of Teaching Assistants and Readers. Assesses TA eligibility after reviewing academic progress, admissions commitment and employment policies. Coordinates the TA and Reader appointments, by forecasting, making entries and tracking things such as funding availability, student enrollment, and student accommodation requests in the ICS graduate database and the FWA online system from UCI’s Graduate Division to input quarterly compensation requests. Analyze teaching schedules and determine TA and Reader allocations to meet student enrollment needs, instructional needs, and availability of resources. Assists in areas such as PhD reviews, curriculum support, graduate affairs, and undergraduate affairs.

Job Essential Function 2
Percent of Time: 30%
Provides recruitment and Admissions support in areas such as submitting and tracking fellowship nomination forms, assisting graduate admissions committees, updating and distributing financial offer letters, and supports in hosting the departmental graduate visit day. Responsible for the preparation of graduate student employment documents, including online entry of employment into the ICS grad-info database. Provides coordination support for program steering committees for planning degree specific events and various graduate and undergraduate town hall events. Responsible for planning quarterly events for each major.

Job Essential Function 3
Percent of Time: 10%
Coordinates with the Department Manager on use and distribution of graduate student funding from miscellaneous campus sources, including but not limited to the Graduate Division and the Office of Research. Coordinate and track use of Department funding, including TA and Reader allocations, ASE funds, GSR funding, awards, and additional fellowship funding

Job Essential Function 4
Percent of Time: 10%
Student Conduct: Provides information to students and faculty regarding organization policies and procedures on student conduct. Responsible for preparation of the Graduate Student Handbook and graduate student directory. Coordinate with the SAO and Graduate Division to plan, implement, and manage the annual graduate student calendar, including deadlines for applications, fellowships, awards, and qualifying exams.

Skills, Knowledge and Abilities:
Knowledge of advising and counseling techniques.
Knowledge of University-specific computer application programs and pertinent databases.
Ability to multi-task; verbal and written communication skills.
Interpersonal skills.
Multicultural competencies; ability to work with diverse populations.
Basic knowledge of student immigration and visa processes pertaining to international students and scholars.
Ability in problem identification and reasoning.
Skills in service orientation, organization, active listening, and critical thinking.
Knowledge of University processes and procedures.
Understanding of University rules and regulations.
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.
Ability to perform analyses and create reports using Excel spreadsheets.
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.
Demonstrated written skills to compose accurate memos, letters, handbooks, and other communications using word-processing and database software.
Bachelor's degree in related area and/or equivalent experience/training.
Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/8465490-program-administrator