Job Summary:
Manages, plans, administers and coordinates the administrative operations of the graduate and undergraduate programs in the Department of Informatics which are significantly complex and broad in scope. Reports directly to the Department Manager, provides a full range of professional services related to graduate financial support, including support to the Vice Chair of Graduate Affairs, the Vice Chair of Undergraduate Affairs, the Department Chair, four Undergraduate Steering Committee Chairs, and the Graduate Admissions Committee Chair. Works collaboratively as part of the senior leadership team to perform short- and long-term planning for the organization. Manages confidential and sensitive administrative issues, analyzes processes, and presents options to implement effective change. Independently manages a variety of projects as assigned. Gathers data from a variety of sources, analyzes, and evaluates data, and prepares detailed summaries. Oversees administrative support for 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. May supervise student worker(s).

Job Description:
Job Essential Function 1
Percent of Time: 5%
Assists in the design and drafting of organizational website content related to department graduate programs. Supports the Vice Chairs in maintaining the graduate student handbook, managing alumni relations data and tracking departmental curricular changes.

Job Essential Function 2
Percent of Time: 20%
Administers the processing of all graduate student employment and fellowship activity in the department. Oversees the TA application process and timeline for departmental TA assignment. Initiate appointments based on guidelines UAW guidelines for all ASEs employed in ICS, coordinating with Labor Relations, Graduate Division and Academic Personnel. Tracks ASE fee remission to ensure expenses do not exceed the current TA/ASE budget.

Job Essential Function 3
Percent of Time: 10%
Provides recruitment and admissions support to the Graduate Admissions Committee Chair and assists the graduate admissions committees. Tracks fellowship nomination forms, create and distributes financial offer letters in Slate, and plans the annual departmental graduate visit day.

Job Essential Function 4
Percent of Time: 20%
Prepares complex financial projections with multiple funding sources including campus-funded fellowship block, TA resources and external funding. Applies advanced analytical skills to project future resource
allocations based on the block funding formula and an estimated number of student admissions and degrees completed.

Job Essential Function 5
Percent of Time: 10%
Performs studies and runs reports from the gradinfo database to assess graduate funding trends which can inform the creation of new alternative funding plans. Independently analyzes the teaching schedules to determine TA and Reader allocations required to meet student enrollment and instructional needs.

Job Essential Function 6
Percent of Time: 5%
Serve as key advisor to the Vice Chairs of Graduate Affairs and Vice Chair of Undergraduate on undergraduate and graduate program reviews and assessments. Assist the Vice Chair with the distribution and collection IDP and 299 plans. Assist the Vice Chair with the bi-annual PhD review process, collecting graduate forms, finalizing review letters, distributing letters and keeping an updated roster of the students.

Job Essential Function 7
Percent of Time: 5%
May serve as special resource for pre- and post-contracts and grants that include graduate student research funding such as the GAANN award. Responsible for the management of all internal and external fellowships such as the ECR, GOF, Noyce, diversity ambassador, travel, childcare and hardship fellowships.

Job Essential Function 8
Percent of Time: 20%
Manages, plans, and administers a full range of administrative operations in the Department of Informatics, where operations are significantly complex in terms of fund sources, multi-year funding projections, and number and type of graduate programs. Administrative operations include program reviews, program management, and oversight of graduate financial support.

Job Essential Function 9
Percent of Time: 5%
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.

Skills, Knowledge and Abilities:

Required:

Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.

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

Solid knowledge of common University-specific computer application programs.

Ability to use discretion and maintain confidentiality.
Preferred:

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.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10282239-program-administrator