

Position Description

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Report Run Date

Position Number: 02018679

Dept: UC DAVIS WASHINGTON CENTER - 063050

Position: PROGRAM ASSISTANT

Approved Payroll Title Code: 4722

Approved Payroll Title: _____ ASSISTANT III

Approved MSP Salary Grade:

Approved PSS Salary Grade: 0

POSITION DETAILS

The UC Davis Washington Program is an innovative campus-wide academic internship program that brings the unparalleled resources and educational environment of Washington, D.C. to the UC Davis Community. Under direction of the Washington Program Director,

The position is responsible for administration support, program coordination, financial and business analysis, event planning, and special projects.

Job Summary: This position provides administrative support to the UC Davis Washington Program Director. Act as a resource for general and technical questions, provide programmatic information/literature to students, staff, faculty, parents, general public, and assists in recruitment, evaluation, selection, and internship placement of Washington Program participants. Coordinate and organize program workshops. Design, revise, and circulate promotional emails and initiate other public information activities. Write, edit, and prepare training materials, including manuals, handouts, examples, tutorials, FAQ and visual aids, and coordinate updates to the Washington Program web page. Assist in analyzing, planning, and implementing process improvement activities that support Washington Program's vision and goals.

Serves as Program compliance expert in University Policies and Procedures for all Program business processes including financial, personnel, and credit card payment procedures are they relate to intramural, extramural and general funding. Meets regularly with Director and provides budgetary analyses necessary for short and long term planning. Manages all financial activities including purchasing, daily financial transactions and reporting, and fiscal close. Provide budgetary research and analysis, including assisting in reviewing, monitoring and reconciling budget appropriations and expenditures.

Campus Job Scope:

Department Specific Job Scope:

Positions Supervised: DIRECT SUPERVISION:
Undergraduate Student Assistants

Essential Responsibilities: 30% PROGRAM COORDINATION AND ADMINISTRATIVE SUPPORT
Provide program coordination/administrative support to Director in daily operations of a student-centered academic internship program. Assist with

recruitment/outreach efforts and target specific classes/majors/campus groups such as academic departments, campus classes, and campus groups to promote Program. Coordinate logistical needs of program activities such as workshops, lectures, information meetings, program planning meetings and other special events. Provide logistical support and coordinate with Director for scheduling and program calendars. Maintain supply inventory/orders. Maintain/update website information on a monthly basis. Manage, administer and compile quarterly student surveys to track student satisfaction and program performance. Analyze program data, track and evaluate program's effectiveness, recommend and implement changes for improvement. Prepare briefs/presentations for Director's meetings with Deans, campus administrators, and faculty. Take independent initiative to reserve rooms; arrange catering/equipment; format/produce presentation materials; and document registration. Recommend changes/enhancements to the design and functionality of the web page. Design, revise, and circulate promotional emails and initiate other public information activities.

25% STUDENT SERVICES

Act as resource and primary contact for general and technical questions to students, staff, faculty, parents, and general public. Assist with selection of participants, advises students on application for internships, performs a variety of administrative tasks. Advise students on admission, selection and application processes; refer students to resources for internship search and selection. Communicate financial, academic, time sensitive information to a diverse student body. Oversee administrative requirements of the program; compile/process housing contracts, housing payments, roommate assignments, student participation agreements, and course pre-enrollment forms. Serve as liaison with the Registrar, Financial Aid, Student Housing and Student Health by providing current and updated student information. Track program participants on issues including compliance with program requirements/deadlines such as workshop attendance, pre-requisite completion, housing contract/payment submission, and internship application process. Prioritize multiple tasks with conflicting deadlines.

25% BUDGET & FINANCIAL ADMINISTRATION AND SUPPORT

Analyze appropriation and expenditures and provides fiscal forecasting to Director. Establish accounts, organization and subaccounts for program accounts; create necessary documents. Review and analyze monthly account status reports and recommends adjustments and transfers. Prepare fiscal/budgetary analyses/spreadsheets. Ensure maintenance of appropriate fiscal controls. Provide expertise in the application and use of system related to travel and entertainment issues and processing for the MyTravel System, Quali Financial System and FIS Decision Support. Complete biannual/annual inventory reports and maintains records of inventoried and non-inventory equipment.

15% STUDENT PERSONNEL COORDINATION

Act as primary resource for student personnel actions. Responsible for recruitment, hiring, supervision, coordination, and training of student assistants. Prioritize responsibilities and address workload issues to improve services delivery. Promote diversity awareness and the Principles of Community. Prepare quarterly work schedule for student advisors and assistants at the beginning of each quarter. Monitor completion of programmatic needs such as classroom presentations, advising, and administrative tasks.

5% SPECIAL ASSIGNMENTS

Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.

Physical Demands:

Sit at computer for extended periods of time.
Lift and transport supplies and equipment weighing up to 30 lbs.

Work Environment:

Work occasional overtime and attend evening and weekend functions. Restricted vacation during peak workload times.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

QUALIFICATIONS

Experience understanding, interpreting and applying the practices, policies and procedures related to payroll, personnel and other human resource activities.

Familiarity with academic personnel appointments, policies and procedures.

Experience researching, gathering and analyzing data, running queries, summarizing information, making recommendations and generating reports.

Analytical and problem-solving skills to anticipate/identify problems and develop creative solutions.

Experience performing financial reporting, general ledger reconciliation, accounts payable, payroll, cash collections, and data management.

Minimum Qualifications:

Computer skills to utilize various programs and software (such as Word, Excel, FileMaker, Access, email) to produce documents, presentations, forms, data queries, reports, spreadsheets and web searches.

Project management and organizational skills to manage work assignments, establish goals, workload priorities, and to follow through to successful completion.

Experience composing and editing correspondence and other documents for accuracy, consistency of format, spelling, grammar, language and professional appearance and style.

Skills to communicate collaboratively and professionally in person, in writing and on the telephone, using sensitivity and discretion in handling difficult situations.

Experience implementing and monitoring academic personnel actions, such as new hires, separations, additional appointments, and salary actions.

Experience with University automated systems such as (DaFIS/Kuali), DaFIS Decision Support, Payroll/Personnel System (PPS), PPS Decision Support, Shared Services Center Case Management System (CMS), Online Payroll Time Reporting system (OPTRS), Timesheet Reporting System (TRS), MyTravel and Student Information System (BANNER).

Preferred Qualifications for Selection:

Interpersonal and communication skills to interact with various constituencies from diverse cultural backgrounds and perspectives within UC Davis, the UC system and outside groups.

Skills to work under pressure of deadlines, respond with flexibility and to maintain composure under heavy workload, frequent interruptions and opposing demands.

Experience protecting the confidentiality of sensitive issues/matters and exercising discretion in dealing with controversial or potentially sensitive topics.

Skill to interpret and apply UC policies and procedures.