

and graduate school and career placement of graduating honors students. Aide in analyzing, planning, and implementing process improvement activities that support UHP vision and goals. Provide excellent client service within assigned areas.

30% COURSE SCHEDULING/MANAGEMENT

Independently manage and develop instructional schedule for honors program. Work with UHP leadership to coordinate, update, and maintain teaching assignments. Solicit required information, verify, correct, and input data of the Data Entering System. Prepare schedule, distribute, and analyze teaching evaluations and grade distribution, prepare summary sheets and maintain evaluation files. Serve as liaison for program instructional needs. Coordinate with department schedulers to secure courses via Banner. Assist instructors in course planning/scheduling. Maintain annual program calendars and timelines for room reservations for courses and program events. Edit general catalog galleys for program, requirements, and courses. Manage course enrollment during registration. Issue PTA numbers. Alert UHP leadership to issues of over- or under-enrolled honors courses. Request information from faculty (e.g. syllabus, course support, evaluations); serve as contact for DESII report data. Monitor grade submission and changes. Serve as source for faculty and students on procedures in grade reporting. Collect, compile, submit, revise, and analyze quarterly course and instructor evaluations and grade performance. Create course and program enrollment reports for leadership and provide statistical analyses. Alert honors leadership to policy or instruction issues identified by students.

Essential Responsibilities:

15% PROGRAM FINANCIAL COORDINATION

Manage financial activities including purchasing, travel, daily financial transactions and reporting, and fiscal close. Prepare monthly reconciliation report for approval and report expenses to the proper campus offices. Review financial accounts for conformity with University policies and procedures. Maintain budget control records, monitor and analyze financial resources. Provide expertise in the application and use of systems related to travel and entertainment issues and processing for the MyTravel System, Quali Financial System and FIS Decision Support. Develop and analyze annual budget in collaboration with honors leadership.

10% DATA MANAGEMENT

Coordinate, collect, and analyze evaluation data and prepare reports, in addition to course management, program coordination, and financial management, via Qualtrics and Banner. Develop narrative evaluation reports of program, activities and outcomes. Project cost estimates, budgets and assemble statistical reports.

5% SPECIAL ASSIGNMENTS

Assist Undergraduate Education units in other duties as needed, such as participation in intra-office workgroups, hiring committees, meetings, and program support.

Sit at computer for extended periods of time with extensive keyboard use.

Physical Demands:

Conduct walking tours of buildings & climbing stairs.

Lift and carry boxes of publications and equipment weighing up to 25 lbs.

Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.

Vacations restricted during peak periods.

Work flexible schedule and occasional overtime during evenings and weekends

as needed, using on short notice to meet operational needs.

Work Environment:

Travel to various campus locations throughout the year.

Employee is personally responsible for following health and safety guidelines/instructions.

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 in a four-year, research intensive university or liberal arts college, specific to program coordination, honors, multicultural affairs, or other related field requiring inclusive excellence.

Promote and model fairness, respect, inclusiveness, empathy, integrity, and ethical conduct, which fosters a climate and culture that promotes inclusivity in dealings with and on behalf of the University, consistent with laws, regulations, UC policies and UCD Principles of Community.

Exceptional computer skills and analysis to manage various computer software and database systems (e.g., Word, Excel, Adobe, Banner, Degree Works, Canvas, Qualtrics, etc.).

Minimum Qualifications:

Experience planning, implementing and evaluating programs (e.g., recruitment, outreach, orientation, development, special event and programs, survey development and analysis).

Organizational, time-management, and information management skills to manage multiple priorities and to meet deadlines with attention to accuracy and detail. Maintain a high level of productivity in a dynamic, fast-paced environment.

Analytical and problem solving skills to evaluate and interpret complex policies, procedures, and reference materials; to recommend solutions on a variety of issues; and to analyze new and existing policies to develop procedures to meet requirements.

Experience with University policies governing payroll, travel, entertainment and accounting; project cost estimates, budgets and assemble statistical reports.

Experience in course scheduling and coordinating resources allocated to programs

Experience with Banner, DESII, and ICMS.

Knowledge of campus, department and/or college requirements, resources, policies and procedures to interpret complex policies.

Student advising and counseling experience in a university setting including knowledge of student services and resources available.

Preferred Qualifications for Selection:

Knowledge of State and Federal Laws governing confidentiality of student records and of UC policies regarding privacy of information.

Experience advising students on general curricular elements and structures, and interpreting and explaining academic policies and guidelines to students.

Experience creating oral and written professional correspondence, publications, evaluations, and presentations.

Experience utilizing political acumen to effectively develop programmatic partnerships with academic and/or administrative departments.

Experience maintaining confidentiality of student records.