

# Position Summary

## Employee Details

Employee First Name:

Employee Last Name:

Open Position

Employee ID:

## Classification

Payroll Title:

PROJECT POLICY ANL SUPV 2

Payroll Title Code:

7395

Job Group:

B10

Overtime Eligible:  
(FLSA)

Exempt

Employee Relations Unit:  
(Bargaining Unit)

99

Representation:

Uncovered

Salary Grade:

PSS23

## Position Description

Position Number:  
(Assigned when added to Library)

02006367

Dept:

UNDERGRADUATE RESEARCH CENTER - 063034

Position:

ASSOCIATE DIRECTOR

HEERA/Union Representation:

This position is not represented by a collective bargaining unit

## IMMEDIATE SUPERVISOR

Supervisor Name:

Annaliese Franz

Supervisor Payroll Title:

Faculty Director

Supervisor Phone Number:

530-752-1482

## POSITION DETAILS

Job Summary:

Under direction of, and in collaboration with the Faculty Director, the Associate Director provides leadership, long-term strategic development, and overall day-to-day management of the Undergraduate Research Center (URC) to facilitate and inspire undergraduate students in all disciplines to get involved, communicate, and publish research. The URC is one of 11 units that is under the office of the Dean and Vice Provost of Undergraduate Education (UE).

Provide intellectual leadership to the URC in the roles of administrator and supervisor. Oversee, design, lead, and implement programmatic efforts to

advance the implementation of research as a high impact practice in all disciplines across UC Davis and cultivate campus-wide partnerships to support undergraduate research.

Using knowledge and experience with undergraduate research process to enhance student academic involvement and success including counseling students, and developing and implementing programs and events for students

Serve as a member of the UE unit leadership team to independently manage the day-to-day center activities which is located in the Student Community Center. Direct and supervise the activities of URC staff and coordinate participation of faculty involved in program workshops and events.

Responsible for analyzing and resolving problems including interpreting policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas). Supervise staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.

Campus Job Scope:

The Associate Director has a wide scope in developing, planning, organizing and implementing campuswide programs that include faculty, staff and students from all four colleges and the professional schools. Organizes outreach activities and co-sponsored events to approx 10,000 people (students, parents, alumni) per year. The incumbent carries out the mission of the URC which is to facilitate research opportunities for UC Davis undergraduate students from all colleges/majors and class levels. This position oversees the Center which is the principal campuswide office for undergraduate research charged with responsibility for providing increased leadership, coordination and collaboration across campus for existing and new undergraduate research initiatives. Works with other UE units to develop research programs, promote research experiences, and evaluate undergraduate research. Work with development officers to leverage donor support of undergraduate research.

Department Specific Job Scope:

Due to the separate location in the Student Community Center, this position takes responsibility for the URC's undergraduate research partners (McNair) who are co-located within the URC, but do not have direct reporting lines to the Associate Director. Represents the Center with our campus partners in Student Affairs via the Student Community Center building advisory committee.

The Associate Director has full programmatic responsibility for leading eight campuswide programs throughout the academic year and the summer. All of the programs require interaction with faculty to successfully fulfill the programs' missions. The Associate Director also contributes to the development of new programs that align with the unit's mission.

- 1) Chair: Undergraduate Research, Scholarship & Creative Activities Conference, with more than 700 presenters representing more than 80 majors across all four colleges, and more than 4000 attendees
- 2) Manager: Provost's Undergraduate Fellowship Program with approx 100 applications received per year
- 3) Manager: Undergraduate Research Travel Awards with approx 50 awards funded per year
- 4) Coordinator: Chancellor's Award for Excellence in Undergraduate Research (approx 20-30 applicants per year); Chancellor's Award for

Excellence in Mentoring Undergraduate Research (approx 10 faculty applicants and 10 postdoc/grad applicants)  
5) Coordinator: Undergraduate Research Ambassadors  
6) Supervises Program Coordinator of the Mentor-Mentee Program in Humanities and Social Sciences

Direct Supervision:

Student Services Advisor 3 - 1.0 FTE

Positions Supervised:

\_\_\_\_\_ ASSISTANT III - 1.0 FTE

Variable Graduate Student Staff

Variable Undergraduate Student Staff

50% UNIT MANAGEMENT & PROGRAM ADMINISTRATION

Draw on knowledge of undergraduate research principles and practices to implement programs to enhance students' academic involvement and success with undergraduate research.

In cooperation with the Faculty Director, oversee and administer program operations and upgrades/enhancements.

Independently plan, organize and implement campus-wide programs that include faculty, staff and students from all four colleges and the professional schools.

Function autonomously to provide on-site administration of the URC with authority to make commitments and decisions on behalf of the unit.

Conduct program evaluation and analysis to make strategic recommendations for the on-going development and improvement of the quality of URC programs to enhance academic effectiveness.

Plan and implement long-range goals in consultation with the Faculty Director.

Independently write URC's annual report.

Work autonomously to coordinate scheduling and development of agendas

Provide support for decision-making and implementation processes.

Engage faculty in campuswide programs, workshops and events to promote undergraduate research.

With the Faculty Director, oversee, manage and assess the URC's operating budget, including the preparation of a proposed annual budget.

Essential Responsibilities:

20% LEADERSHIP & SUPERVISION

Serve as a member of UE Unit Leadership team.

Serve as the senior staff member of URC team.

Advise the Faculty Director and UE leadership on URC initiatives, programs, and services.

Identify and implement unit goals and priorities in alignment with the goals of UE, the Provost, and the Chancellor.

Determine staffing needs, write position descriptions, conduct interviews, initiate hiring and create training processes and procedures.

Provide functional, technical, and supervisory direction to direct reports and other URC staff members.

Assign and direct work, conduct performance appraisals, and document performance issues.

Cultivate staff development activities to enhance and mentor the professional skills of team members.

Identify opportunities for and create development plans that encourage employees to attend to the growth of their professional capacity.

15% - PROGRAM DEVELOPMENT, EDUCATION & TRAINING

Independently develop, implement and manage workshops, seminars and learning opportunities for students--appropriate to each academic discipline and college--to promote the importance of undergraduate research.

Collaborate with faculty to create opportunities to expand student's understanding of undergraduate research endeavors.

Identify new programming opportunities to include the identification, referral and recommendation of faculty and staff as consultative resources and/or collaborators to the programmatic development efforts of the URC. Recommend Program modifications to enhance academic effectiveness. Collaborate with other units it UE to enhance academic effectiveness.

**10% COMMUNICATION**

Represent the URC to campus constituencies, work groups and task forces. Represent URC and the university in both the public and private sectors, including to faculty, parents, alumni, donors and perspective students. Collaborate with related UE and university institutes/departments in managing both the academic and administrative operations of the program and supporting its students. Coordinate outreach activities that advance the program and its reputation. Supervise development of marketing materials to communicate programs to faculty, staff and students.

**5% SPECIAL ASSIGNMENTS**

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

Conduct walking tours of buildings and climbing stairs.

Sit at desk/computer for extended periods of time reading fine print online and hard copy

Physical Demands:

Bend, stoop, reach, lift and shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 30lbs

Travel to various campus office locations throughout the year

Work flexible schedule evenings, weekends and holidays as needed to meet operational needs.

Restricted vacation during peak workload periods.

Work Environment:

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 Required:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

Yes

**QUALIFICATIONS**

Minimum Qualifications:

Master's degree or an equivalent combination of education, training and experience in a higher education setting or undergraduate research center including knowledge and understanding of high impact practices in undergraduate education, and important current issues.

Writing editing and proofreading skills to compose original and/or final drafts of letters, reports, informational materials, and other documents.

Experience with independent decision-making, program development and implementing program activities based on strategic priorities.

Experience directing programs and implementing processes for undergraduate research educational programs.

Experience managing the details of complex projects and events and independently following through to successful completion with minimal direction.

Experience with personnel management including employment and recruitment practices, classification, compensation practices, performance standards, conflict resolution; to support staff development; and to efficiently and effectively manage workload of self and others.

Experience with team building and leading others to achieve goals through promoting collaboration, team building and working cooperatively with others to foster and promote service-oriented team environment.

Experience with quantitative and qualitative analysis for administrative evaluation to make strategic recommendations for the on-going development of the Center, and measure outcomes of program goals and objectives.

Interpersonal and communication skills to interact with various constituencies from diverse cultural backgrounds and perspectives within UC Davis, the UC system and outside groups; and to communicate collaboratively and professionally in person, in writing and on the telephone using sensitivity and discretion in handling difficult situations.

Computer skills to manage high volume of electronic communication, to prepare reports and spreadsheets, and to create presentations.

Doctoral degree or the equivalent combination of education, training and experience from which comparable skills can be acquired.

Skills to strategically develop both long-term and short-term program planning and to achieve program goals.

Knowledge of assessment methodologies.

Experience using strong communication and interpersonal skills and diplomacy to function effectively among faculty, staff, high-level campus administrators and other constituencies to complete large-scale projects.

Preferred Qualifications:

Knowledge of undergraduate research principles and practices in order to train Center's staff and other campus constituents and to serve as a campus resource in collaborative program development.

Skill to oversee the development of informational materials in accordance with established University and departmental guidelines; including website content and populating/tracking database systems.

Decision making and problem solving skills to implement policy decisions and changes.

Ability to lead committees and communications.

SIGNATURES

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**Employee**

I have read this position description and understand its contents.

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**Date**

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**Supervisor**

This position description accurately describes the essential responsibilities assigned to this position..

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**Date**

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**Department Head**

This position description accurately describes the essential responsibilities assigned to this position..

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**Date**

## Expectations

Read and follow the UC Davis Principles of Community.

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

The position requires strong leadership, development, administrative management, mentoring, teamwork, and communication skills.

Adhere to UC Davis editorial and brand standards found at <http://marketingtoolbox.ucdavis.edu> as appropriate.

Read, follow, and model the UC Davis Principles of Community by leading the effort to foster a positive work environment and further the organizational mission.

Exercise and maintain highest level of personal integrity and ethics, and to accept responsibility for decisions and actions.

Manage details of multiple, complex projects and events with competing deadlines and independently follow through to successful completion with minimal direction.

Contribute to a diverse workplace through ideas or experience; support and advance the campus Principles of Community in all activities.

Develop, maintain and use a broad network of University and other contacts to accomplish unit goals.

Work efficiently and effectively on multiple projects with competing deadlines; demonstrate flexibility in dealing with people and competing demands; effectively manage details of complex projects.

Work assertively, effectively, diplomatically and with cultural sensitivity across diverse groups.

Learn website editing software (e.g., SiteFarm).

Exercise independent judgment, leadership and discretion, and to maintain confidentiality in complex, ambiguous, controversial or sensitive situations.

Learn programmatic and business online systems: student information system (Banner), financial (Kuali and DaFIS Decision Support) system.

Work and think independently and as a member of a team.

### SIGNATURES

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