

Position Description

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Position Number: 02023305
Dept: SUMMER SESSION - 027020
Position: SUMMER SESSIONS PROGRAM COORDINATOR
Approved Payroll Title Code: 4722
Approved Payroll Title: _____ ASSISTANT III
Approved MSP Salary Grade:
Approved PSS Salary Grade: 0

POSITION DETAILS

Under the direction/supervision of the Director of Summer Sessions in the Office of the Vice Provost for Undergraduate Education, responsible for a range of administrative, program development, and communications functions to support the Transfer Edge pilot program and other special academic programs supported by Summer Sessions.

Job Summary:

In collaboration with the Director of Summer Sessions, provides administrative program management of the Transfer Edge pilot program and other special programs supported by Summer Sessions. Develops comprehensive, multi-platform communications and outreach strategy. Provides budgetary research and analysis, including assisting in reviewing, monitoring and reconciling program budget. Helps develop academic program plans in collaboration with Summer Sessions Director, academic departments, campus advisors, the First Year Seminars program, and other campus units, as necessary. Collaborates with the Academic Assistance & Tutoring Center to develop and offer a menu of student success opportunities such as tutoring, workshops, and success coaching. Coordinates with Office of Undergraduate Admissions to organize communications and outreach efforts to community colleges and transfer offices. Works closely with the Office of Financial Aid to support student understanding of and access to summer financial aid. Engages and collaborates with the Transfer Reentry Center to coordinate supports specific to the transfer population. Liaises with Student Health and Counseling Services, Student Housing and Dining, and other campus units to coordinate services. Develops and executes special initiatives to enrich students' academic, social, and residential experiences in the program. Monitors student success and develops recommendations on how to improve the student experience. Collects, analyzes, and communicates program data to the Director and other executive leadership. Facilitates a collaborative relationship with the International Academic English and the Summer Start programs. Manages program-related financial activities including purchasing, travel, daily financial transactions and reporting. Manages student staff to include residential and program assistants, and helps develop and execute student staff trainings.

Campus Job Scope:

Department Specific Job Scope:

Positions Supervised: NA

Essential Responsibilities:

50% PROGRAM ADMINISTRATION & PROGRAM/PROJECT MANAGEMENT
Lead and facilitate the development of recruitment, admission, and application processes for Transfer EDGE. Work closely with advisors and other student support units to develop course lists and academic supports for students enrolled in the program. Coordinate implementation with departments across organizational lines as needed. Design and implement residential life programming, as well as, plan and coordinate social and other out-of-class events. Provide administrative support to the Director including gathering information for resource projections, preparing summary conclusions, and writing and editing reports. Keep the Director informed of critical & important issues. Compile & analyze data to identify students with potential needs and disseminate that information to campus stakeholders. Serve as liaison to campus partners. Review financial account for conformity with University policies and procedures. Maintain budget control records, monitor & analyze financial resources. Process financial transactions including reconcile travel & entertainment expenses for program related needs, purchasing, ledger review & account management. Provide expertise in the application & use of systems related to DaFIS Decision Support, Payroll/Personnel Decision Support, Quali Financial System, Aggie Buy, Online Pre-Purchasing & Aggie Travel. Organize and document meetings for the Transfer EDGE pilot program. Coordinate student employee searches and hiring. Management of student workers who serve as peer mentors and residential life staff. Management of real-time data related to the Transfer EDGE Pilot program course registration and enrollments, and analysis to ensure good stewardship of resources. Provide administrative oversight for any emerging special academic summer programs.

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.

20% COMMUNICATIONS AND MARKETING

Coordinate the development and execution of the strategic marketing plan for the Transfer Edge pilot program. Generate and manage project planning documents and social media editorial calendar. Develop assessment mechanism to determine effectiveness of advertising and marketing strategies. Help oversee student workers assigned to assist in the development of marketing campaigns and communications processes to enhance customer service

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 (Ce-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

Program management skills and experience to identify and prioritize duties effectively, manage work assignments, work under pressure of deadlines, communicate with sizeable numbers of student contacts, and uneven time constraints, maintaining a high level of productivity in a dynamic, fast-paced, high volume environment.

Demonstrated interpersonal and communication skills to clearly and effectively interact collaboratively and professionally in person, in writing and on the telephone with a diverse group of individuals, including faculty, staff, students, and parents to provide information to clarify situations and resolve problems; to effectively produce correspondence, publications (websites, marketing brochures, etc.), reports, etc.

Experience and ability to compose, edit and proofread correspondence, reports, website content and other documents for accuracy, consistency of format, spelling, grammar, language and professional appearance and style.

Minimum Qualifications:

Experience recruiting, selecting, training and supervising student employees. Skills to analyze and present complex data and materials to student audiences.

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

Demonstrated event planning skills to oversee and evaluate event requirements, develop comprehensive cost projections and provide complete event management for university clients within complex university guidelines related to use of campus facilities and services.

Experience working with spreadsheets, word processing, databases, email, financial and website applications.

Preferred Qualifications for Selection:

Knowledge of Summer Sessions and similar programmatic offerings.

Knowledge of department, university procedures, policies and resources including

academic and graduate student personnel.

Experience with data management and analysis, particularly in efforts to make policy and program recommendations.

Knowledge and experience writing, editing, proofreading, preparing, and producing content for the web and various types of professional correspondence.

Professional skills to handle sensitive or difficult situations diplomatically.

Knowledge of UC Davis campus and resources.

Knowledge of and commitment to the University's principles of community, particularly its efforts to promote diversity and inclusion and advance a climate that fosters inclusion.