

## Position Description

### Position Description

Report Run Date

Position Number: 02020082

Dept: CENTER FOR EDUCATIONAL EFFECTIVENESS - 063095

Position: CEE OPERATIONS COORDINATOR

Approved Payroll Title Code: 4722

Approved Payroll Title: \_\_\_\_\_ ASSISTANT III

Approved MSP Salary Grade:

Approved PSS Salary Grade: 0

### POSITION DETAILS

Under the general direction of the Director for the Center of Educational Effectiveness (CEE) and in collaboration with UE's Financial Operations Manager, serve as CEE operations coordinator overseeing financial planning and reporting, human resources, purchasing, while providing collaborative administrative support in coordination with other CEE staff. Serve as first point of contact and reception for the CEE team. This position is expected to lead in the streamlining of CEE unit processes to maximize administrative effectiveness.

#### Job Summary:

Responsibilities may include, but are not limited to: processing financial transactions; administering defined operational activities related to: finance (purchasing, accounts payable, interdepartmental billing, disbursements, receivables, general ledger reconciliation, etc.), budget (Reporting, reconciling, allocations, projections), human resources (student hiring, onboarding and reporting), and informational technology; providing general administrative support to advance the mission of CEE and Undergraduate Education (UE).

#### Campus Job Scope:

The Center for Educational Effectiveness (CEE) works collaboratively and creatively with instructors and university academic administrators to foster, build, implement, and institutionalize effective instructional practices. CEE strives to enhance student learning, maximize instructional value, and improve retention rates and time to graduation for all students while making UC Davis the national leader in instruction and learning analytics. To achieve these goals CEE members measure, understand and optimize the instructional system; target interventions and resources where most needed; focus on areas with greatest potential for student/instructor impact; innovate instructional solutions via research and development; build sustainable instructional capability; and promote cross-campus communities committed to teaching and learning.

#### Department Specific Job Scope:

Note: view full position description at [UE.UCDAVIS.EDU](http://UE.UCDAVIS.EDU)

#### Positions Supervised:

Undergraduate Student Assistants

#### Essential Responsibilities:

60% FINANCIAL AND BUDGET COORDINATION  
 Apply concepts to perform moderate to complex financial or resource analysis to understand past performance and determine present and future performance and/or resource allocations.  
 Under general supervision, provide analytical support for budget, financial, or resource analysis projects.  
 Gather and analyze financial and /or resource data; prepare and summarize information and/or recommendations. Analyze budgetary trends and expenditures and prepare financial reports, including summaries of financial transactions, and projections for management decision-making.  
 Prepare and maintain on-going financial and resource reports, analysis and ledger review for internal department constituents. Examples include periodic financial reports, staff & faculty salary budgets, contracts, grants, gifts, and /or endowments. Financial and /or resource analysis could include budgetary analysis, financial analysis, forecasts, projections, contracts and grants analysis, fungibility of funds etc.

Review travel & entertainment expenses for conformity with University policies and procedures.  
 Manage all aspects of travel and entertainment expenses for program related needs, purchasing, ledger review, and accounts management.  
 Serve as primary resource to CEE staff on issues related to financial discrepancies, travel & entertainment, and purchasing related questions and requests.  
 Assist with providing campus-internal, grant-related support to the unit, such as with ILTI funds and other internally distributed funds, and coordinate with external grant managers as needed. May include responsibility for regular financial reporting with external groups such as UCOP.

**20% PROGRAM SUPPORT**

Administer general, purchasing, travel, equipment and administrative-related program support to the Center of Educational Effectiveness.  
 Conduct and/or assist with researching, developing and implementing new and changing business processes.  
 Support Test Scoring Services and serve as a backup for Testing Computer Resource Specialist.  
 In coordination with CEE Program Coordinator, provide budgetary and financial support for CEE events  
 Serve as backup for all aspects of CEE events.  
 Execute other administrative duties as assigned

**15% HR COORDINATION**

Process appointments pertaining to undergraduate and academic personnel (e.g. Student Asst., Postdocs, and Graduate Students), including paperwork, cost accounting & projection, identify work office space, equipment and other onboarding needs.  
 Responsible for recruitment, hiring, supervision, coordination, and training of student staff.

**5% SPECIAL PROJECTS**

Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.  
 Sit 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 and occasional overtime to meet operational needs.  
 Restricted vacation during peak workload periods.

Work Environment:

Employee is personally responsible for following health and safety guidelines/instructions.  
 Work in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.

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:

No

**QUALIFICATIONS**

Minimum Qualifications:

Financial management experience including budgetary planning & projection, analysis, and preparing financial reports.

Experience and skill in using spreadsheets, word processing, calendar software programs, and web-based financial accounting, and reporting systems.

Experience with general accounting/ledger review. Skills to identify/research/resolve accounting problems. Skills to analyze reports and reconcile departmental records.

Skills to analyze and review financial, data, personnel and payroll transactions with strong detail orientation to ensure data accuracy, expense validity, and account consistency.

Analytical and problem-solving skills to be resourceful, anticipate and identify problems, and develop creative solutions for resolution.

Experience developing, implementing, evaluating and maintaining an efficient and effective recordkeeping system, establish audit trails, evaluate systems/procedures and implement improvements with attention to detail.

Interpersonal and communication skills to effectively interact and communicate, and to establish and maintain good rapport with a diverse group of staff, faculty, coworkers, administrators, and external contacts..

Proficient with Microsoft Office Suite and database applications (e.g., Word, Excel, PowerPoint, Access) and Cloud based applications (e.g., Google Drive)

Organizational skills to prioritize and manage multiple projects simultaneously in a fast pace environment with frequent interruptions and shifting multiple priorities, work independently, follow through on issues in a timely manner, meet last minute requests efficiently and accurately, and respond quickly to conflicting priorities.

Demonstrated skills to recognize and maintain strict security of confidential information; confidentiality in dealing with personnel and financial matters and exercise discretion in dealing with controversial or potentially sensitive topics. Good judgment, tact, diplomacy and ability to handle sensitive and confidential matters appropriately.

Ability and initiative to exercise mature judgment to solve problems and seek solutions. Obtain, understand, and give adequate consideration to others' priorities, opinions and concerns, both to secure maximum input for analysis and solution of problems and also to assure reciprocal cooperation in working with others.

Excellent/strong interpersonal skills including tact, diplomacy, and flexibility to effectively facilitate communication with a variety of personalities. Ability to achieve and maintain appropriate balance between service and control responsibilities of the position, particularly to facilitate interaction with a diverse clientele in a consistently helpful and constructive manner.

Initiative to seek and implement process improvements in a constantly changing environment.

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Working knowledge of UC Davis financial, accounting and business processes, as well as policies and procedures.

Familiarity with campus-wide offices, administrative contacts and campus structures.

Preferred Qualifications for Selection: Experience with DaFIS Decision Support, Payroll/Personnel Decision Support, Quali Financial System, AggieBuy, and AggieTravel.

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

Experience with Excel including use of complex formulas, pivot tables and other reporting and forecasting capabilities.

Expectations

Read, follow, and model the UC Davis Principles of Community.

Establish and maintain cooperative working relationships with peers, staff, faculty, the public and outside agencies, and to work cooperatively as part of a team.

Work independently under general supervision with a high degree of self-motivation, flexibility and attention to detail.

Work as part of a team collaboratively.

Compare actual financial expense to budget allocations in addition to identify and correct financial errors in a timely manner.

Maintain current financial and payroll ledger reconciliation.

Strong professional ethics and accountability.

Job Expectations

Maintain a strong commitment to high quality customer service.

Comfort in dealing with uncertainty, ambiguity, and change.  
Maintain punctuality.

Maintain accountability, discretion and sound judgment in managing university resources.

Ability to understand, interpret, convey, and implement department and university policy, practices and procedures in all areas of responsibility.

Learn and apply other computer-based software as required. Willingness to increase computing skills as campus continues to automate services.

Apply tact and diplomacy working in a professional environment with strong political acumen to handle difficult or volatile situations/individuals effectively, to be persuasive and sensitive while maintaining cooperative and effective working relationships.