

## Position Summary

Employee Details	
Employee First Name:	
Employee Last Name:	
Employee ID:	
Classification	
Payroll Title:	PROJECT/POLICY ANL 2
Payroll Title Code:	7397
Job Group:	B08
Overtime Eligible: (FLSA)	Non-Exempt
Employee Relations Unit: (Bargaining Unit)	99
Representation:	Uncovered
Salary Grade:	PSS19
Position Description	
Position Number: (Assigned when added to Library)	02015797
Dept:	CENTER FOR EDUCATIONAL EFFECTIVENESS – 063095
UC Path Position #	
Position:	COMMUNICATIONS & OPERATIONS COORDINATOR
HEERA/Union Representation:	This position is not represented by a collective bargaining unit
<b>IMMEDIATE SUPERVISOR</b>	
Supervisor Name:	Marco Molinaro
Supervisor Payroll Title:	Associate Vice Provost for Educational Effectiveness
Supervisor Phone Number:	752-9090
<b>POSITION DETAILS</b>	
Job Summary:	Under general direction of the Assistant Vice Provost for Educational Effectiveness/CEE Director, this position is responsible for program coordination and analysis, strategic marketing and communications and grant and operations administration to advance undergraduate education efforts of the Center of Educational Effectiveness (CEE) at UC Davis.

Campus Job Scope:	
Department Specific Job Scope:	The Center for Educational Effectiveness (CEE) works collaboratively and creatively with instructors and university academic administrators to: 1) foster, build, implement, and institutionalize effective instructional practices, and 2) support evidence-based decision making in higher education through institutional-, college-, course- and program-scale support, tools, analyses and modeling.
Positions Supervised:	NA
Essential Responsibilities:	<p>35% PROGRAM COORDINATION AND ANALYSIS</p> <ul style="list-style-type: none"> <li>-Perform programmatic data analysis, develop metric tools and methodologies, analyze and evaluate trends, make recommendations, conduct needs analysis and assessments for programmatic activities, and provide leadership on a broad range of related projects.</li> <li>-Analyze data, document, and report on programmatic offerings such as instructional workshops for faculty and graduate students, consultations services, and program activities and events.</li> <li>-Serve as Project Manager for campus-wide CEE signature events (such as the annual campus wide Fall Teaching Assistant Orientation). Provide integral planning guidance, organizational support, develop program and overall budgets, and summarize and consolidate financial reports.</li> <li>-Develop and implement efficient and effective systems for managing program related information, process improvement activities, projects and communications to ensure accurate and timely responses.</li> <li>-Supervise the day to day operations and daily work of the CEE core student workers.</li> <li>-Serve as work lead for the CEE Program Assistant with responsibility for assigning tasks to support staff.</li> </ul> <p>35% STRATEGIC MARKETING, COMMUNICATION</p> <ul style="list-style-type: none"> <li>-Oversee and implement CEE's communication and marketing strategy through the use of the CEE website, print, email, newsletters, and social media. Act as the principal development liaison responsible for the structural, visual, and content components. Work with graphic designers, programmers, and students to achieve desired results. Write content, commission graphic elements, restructure for ease of navigability, continually modify for relevance, and endeavor to formulate the most robust and comprehensive site possible. Monitor and report on content accuracy and traffic for all CEE websites and social media efforts.</li> <li>-Source information, write content, assemble, and distribute periodic CEE content.</li> <li>-Proactively outreach to the campus community to promote CEE related work and programs.</li> <li>-Develop and maintain the CEE client lists. Prepare announcements for distribution to campus partners regarding CEE led and CEE related activities.</li> <li>-Respond to a wide variety of questions/issues from faculty, staff, students and the public on behalf of the Assistant Vice Provost/Director and Associate Director(s) with a high level of diplomacy.</li> </ul> <p>25% BUDGET, GRANT AND OPERATIONS ADMINISTRATION:</p>

	<ul style="list-style-type: none"> <li>-Develop department annual budget and financial forecasting under the direction of the CEE director, ensuring the budget is adequate, managed, and tracked with appropriate financial systems and controls.</li> <li>- Integrate multiple funding sources, including grants, contracts and other sources into budgetary reporting and forecasting and prepare ad hoc reports and regularly recurring or periodic reports.</li> <li>- Manage undergraduate and graduate student hiring and onboarding.</li> <li>- Manage and monitor fund transfers to internal and external grant program participants (CREATE, ACCELERATE, ILTI, etc.).</li> <li>- Research budgetary issues and activities with the expectation to report and inform decision-making by evaluating data, identifying options and alternatives, and making appropriate operational recommendations.</li> <li>-Manage and monitor required grant report submissions and funding allocations.</li> </ul> <p>5% SPECIAL PROJECTS</p> <ul style="list-style-type: none"> <li>-Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.</li> </ul>
Physical Demands:	<p>Sit at desk/computer for extended periods of time and read fine print online and hard copy.</p> <p>Bend, stoop and reach, and lift of shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 30 lbs.</p>
Work Environment:	<p>Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.</p> <p>Vacations restricted during peak periods.</p> <p>Work flexible schedule and occasional overtime during evenings and weekends as needed, using on short notice to meet operational needs.</p> <p>Travel to various campus locations throughout the year.</p> <p>Employee is personally responsible for following health and safety guidelines/instructions.</p> <p>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.</p>
Background Check Required:	<p><i>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.</i></p> <p>No</p>
<b>QUALIFICATIONS</b>	

<p>Minimum Qualifications:</p>	<ul style="list-style-type: none"> <li>- Bachelor’s degree in business management or related discipline, or an equivalent combination of education and experience.</li> <li>- Project management and large scale (up to 1000 participants) event experience with organizational skills to effectively monitor and manage multiple projects or large-scale projects with multiple, overlapping deadlines and tasks.</li> <li>- Experience developing and implanting comprehensive strategies to communicate services, data and programs to varied audiences through social media, print and e-mail communication, and evaluating the effectiveness of these strategies.</li> <li>-Analytical skills to conduct research, gather and present information; develop a wide range of options consistent with campus policies, practices, and procedures; analyze complex, large data sets utilizing approaches such as pivot tables and compound formulas to identify opportunities for increased efficiency; formulate thoughtful/realistic recommendations; and present analyses orally, visually and in writing.</li> <li>-Financial management experience including budgetary planning, projection, analysis, and preparing financial reports for accounting structures with multiple fund types.</li> </ul>
<p>Preferred Qualifications:</p>	<ul style="list-style-type: none"> <li>-Problem solving skills to create innovative solutions to difficult or unusual problems and improve methods for performing tasks.</li> <li>-Writing, editing and proofreading skills to produce correspondence, develop reports, and create presentations.</li> <li>-Knowledge and expertise with Kualu, AggieTravel, UC Path, AggieService, and DaFIS Decision Support.</li> <li>-Knowledge of UC Accounting and business management principles and practices.</li> <li>-Experience developing, implementing and maintaining efficient and effective recordkeeping system.</li> </ul>
<p><b>Expectations</b></p>	
<p>Job Expectations</p>	<ul style="list-style-type: none"> <li>Contribute to a diverse workplace through ideas or experience; ability to support and advance the campus Principles of Community in all activities.</li> <li>Show Initiative and work both independently and cooperatively as part of a team.</li> <li>Political acumen to handle sensitive or difficult situations diplomatically, to represent the organization with tact and discretion, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives.</li> <li>Work effectively in a service-oriented team environment.</li> </ul>

Work with a high level of accuracy, efficiency and attention to detail.

Maintain accountability, establish audit trails, evaluate systems/procedures and implement improvements.

Recognize inconsistency in details and to independently research missing information or solicit input as appropriate.

Handle multiple concurrent projects, maintain high level of productivity and maintain composure and flexibility when handling unpleasant situations.

Maintain up-to-date knowledge and skill level in new software as needed to complete assignments.