Position Summary

Employee Details

Employee First Name:	
Employee Last Name:	
Employee ID:	

Classification

Payroll Title:	_____ ASSISTANT III
Payroll Title Code:	4722
Job Group:	D06
Overtime Eligible: (FLSA)	Non-Exempt
Employee Relations Unit: (Bargaining Unit)	CX
Representation:	Covered
Salary Grade:	0

Position Description

Position Number: (Assigned when added to Library)	02017666
Dept:	UNIVERSITY HONORS PROGRAM - 063022
UC Path Position #	
Position:	Program Coordinator
HEERA/Union Representation:	This position is covered by a collective bargaining unit
IMMEDIATE SUPERVISOR	
Supervisor Name:	Eddy Ruiz
Supervisor Payroll Title:	STDT SVC SUPV 2
Supervisor Phone Number:	
POSITION DETAILS	
Job Summary:	The position works under the direct supervision of the Associate Director for the University Honors Program and First-Year Seminars Program, and works in partnership with program leadership and campus partners to manage institutional data, internal surveys, conduct analysis and develop reports; manage course logistics, enrollment, and evaluation; has responsibility for social media, communications, and web development; develop budgetary reports and manage transactions; and develop and maintain databases and software applications.
Campus Job Scope:	
Department Specific Job Scope:	The honors and seminars analyst assumes the primary role in program data collection, analysis, and dissemination, course management and communication. The incumbent provides a high level of collaboration

Positions Supervised:	and communication with affiliated faculty, staff, student workers, undergraduate participants, alumni, and other campus units.
	Four administrative assistant student workers and interns related to marketing and communications, surveys and data management, and alumni relations.
Essential Responsibilities:	**35% DATA MANAGEMENT** Analyze complex, academic, data, systems and resource projects with program's director and associate director. Research and draft proposals, reports, briefings, and executive summaries for internal/external constituencies: includes collection, management, and analysis of evidence (e.g., qualitative and quantitative) pertaining to persistence and graduation, and program course requirements, academic performance, enrollment, appeals and withdrawals. Design, govern, and evaluate program surveys and findings for course selection and assessment and questionnaires (e.g., admissions, graduation, on-campus admits, appeals). Develop and control program database and archive systems for longitudinal data collection and reporting. Use Qualitrics, Banner and statistical software to develop and lead program evaluation to identify enrollment, participation and achievement gaps in honors and seminars. Develop proposals and recommendations to guide and support a broader strategic direction and external support for process improvement related to student and program success. Collaborate to develop and maintain program data systems; maintain and secure data integrity. Enter and query student data via the SISDS, DESII, and BANNER systems. **35% PROGRAM COORDINATION** Manage writing, editing and project management for publications (e.g., newsletters), adverting, web, and social media content in a high-volume, deadline-driven environment. Develop concepts and ensure stylistic consistency, logic, organization, rational development and emphasis in work and writes. Supervise original articles for internal and external communications and publications. Work autonomously and collaboratively with development, strategic communications, marketing representatives, instructors, alumni, and students to develop innovative, strategic and targeted articles, marketing materials and web content, and increasing enrollment via advertisement. Administrator for social media content (e.g., Facebook, LinkedIn); analyze social media and web traffic (e.g., Google Analytics). Create and maintain a communications calendar and documents process and policy documentation. Oversee student employees with program communications responsibilities. **15% COURSE MANAGEMENT** Design and distribute course evaluations and collect data to analyze individual and aggregate information for quarterly analysis, reporting, and programmatic recommendation. Manage distribution and analysis of course evaluations and grade distribution, prepare summary sheets and maintain evaluation files. Develop and maintain the UHP and FYS course proposal systems; track course enrollment during registration, census and end of term. Issue UHP Permission to Add (PTA) numbers; support FYS activities during peak periods. Liaise with Office of the University Registrar for classroom scheduling, PTA numbers, and related enrollment management, Budget and Institutional Analysis and department schedulers supporting affiliated instructors. Coordinate

course support, syllabi collection, catalog galley changes, and serve as primary DESII report person for honors.

10% FINANCIAL MANAGEMENT
Manage UHP financial activities for purchasing, travel, daily financial transactions and reporting, and fiscal close. Administer KFS accounting. Project cost estimates, budgets and assemble statistical reports. Maintain budget control records, monitor and analyze financial resources. Provide expertise in application and use of systems for travel and entertainment issues and processing for AggieTravel System, Kuali Financial System and FIS Decision Support. Develop and analyze annual budget in collaboration with UHP leadership.

5% SPECIAL ASSIGNMENTS
Assist Undergraduate Education units in duties as needed, such as participation in intra-office workgroups, hiring committees, meetings, and program support.

Physical Demands:	Sit at desk/computer for extended periods of time reading fine print online and hard copy. Bend, stoop, reach, lift and shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 25lbs Travel to various campus office locations throughout the year
Work Environment:	Work in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities. Work a flexible schedule to meet job expectations including evenings and weekends, with occasional overtime and weekend responsibilities. Restricted vacation during peak work. Employee is personally responsible for following health and safety guidelines/instructions. UC Davis is a smoke and tobacco free campus. 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:	Experience working in a high-volume communications/publications environment, meeting critical deadlines and coordinating multiple assignments at various stages of development.

Preferred Qualifications:	Knowledge of standard writing requirements including grammar, punctuation, sentence structure, word choice, style and tone.

Project management skills to manage data and publications, work under constant deadlines and manage several projects in various stages of development at one time, requiring meetings and some group facilitation.

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

Computer skills and analysis to manage various computer software and database systems (e.g., Word, Excel, Adobe, Banner, Qualitrics)

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 and skill to lead a team through development and implementation of project planning documents appropriate to the situation; develop budget, resource, test, implementation, quality assurance, contingency, risk management plans; develop and apply project methodologies appropriate to the situation.

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Supervision of staff or student workers.

Experience in course scheduling and coordinating resources allocated to programs.

Experience with Banner, DESII, and ICMS.

Proficiency in website design, management and content creation.

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.

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. |

Expectations

Job Expectations	Model the UC Davis Principles of Community by leading the effort to foster a positive work environment and further the organizational mission. 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 Exercise independent judgment, leadership and discretion, and to maintain confidentiality in complex, ambiguous, controversial or sensitive situations. Handle sensitive or difficult situations diplomatically, and to work effectively and sensitively with constituents from diverse cultural backgrounds and perspectives; respond to a diverse group in a professional and diplomatic manner 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. Learn new skills and take advantage of career development and training opportunities. Learn new systems and software as needed. Be flexible and adaptable when change occurs Conform to UC Davis' identity standards found at http://IdentityStandards.ucdavis.edu. (When responsibilities identify web tasks)