

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
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Position Description

Position Number: (Assigned when added to Library)	02021498
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Dept:	SUMMER SESSION - 027020
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UC Path Position #	
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Position:	Summer Sessions Program and Policy Analyst
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HEERA/Union Representation:	This position is not represented by a collective bargaining unit
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IMMEDIATE SUPERVISOR

Supervisor Name:	TBD
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Supervisor Payroll Title:	TBD
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Supervisor Phone Number:	TBD
POSITION DETAILS	
Job Summary:	<p>Under the supervision of the Director of Summer Sessions, coordinate a full range of complex functions associated with program management, research and analysis, administrative, and communications and marketing activities for summer instruction at UC Davis. Support the planning efforts of the schools and colleges to enable the delivery of summer courses offered by the UC Davis main campus. Provide logistical and technical support to departments utilizing the online Summer Sessions database. Assist with the development and delivery of academic programs, like Transfer Edge, that create equitable opportunities for new students. Conduct analyses of summer enrollment data, research and draft complex proposals, reports, briefings, and executive summaries for the Director of Summer Sessions and campus leadership. Interface with students and instructional faculty on a broad range of inquiries regarding summer enrollment at UC Davis, including but not limited to, registration, enrollment, financial aid, and human resource policies processes.</p>

<p>Campus Job Scope:</p> <p>Department Specific Job Scope:</p> <p>Positions Supervised:</p>	<p>Provide assistance to the Director of Summer Sessions in gathering information for resource projections and preparing summary conclusions; short and long-term resource planning; and conducting financial management such as budget analysis, financial reporting functions, personnel functions, and purchasing activities.</p> <p>Assist in summer programming market research and analysis, the development of strategic marketing campaigns and communications timelines, and in the training and supervision of student staff who will provide administrative and communications functions; particularly, developing social media content and handling Summer Sessions inquiries.</p> <p>Work closely with the Director to develop new program initiatives, and strengthen and maintain campus partnerships with key units that support Summer Sessions. Provide logistical and technical support to departments utilizing the online Summer Sessions database. Additionally, interface with students and faculty on a broad range of inquiries, including but not limited to, registration, enrollment, financial aid, and human resource policies processes.</p>
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<p>Essential Responsibilities:</p>	<p>60% PROGRAM MANAGEMENT AND ANALYSIS Assist in policy and program planning, development and administration. Research and analyze processes, procedures, policies and organizational structures in order to recommend and help implement changes, and to provide consultative services regarding general management to department administrators around Summer Sessions offerings.</p>
	<p>Provide support for the post-implementation analysis of each summer term, including longitudinal data comparisons. Help coordinate efforts with a variety of external and internal contacts; research organizational structures, policies and procedures and summarize best practices in the field.</p>
	<p>Convene with representatives from the Deans' offices to add summer academic contracts to a custom database. Elicit recommendations from those representatives to update academic contract database specifications. Provide ongoing training and administrative assistance to database users.</p>
	<p>Assist in preparing directives, regulations and other instructions for issuance to departments as they develop and implement summer course offerings, class schedules, and summer-specific programs. Coordinate implementation with departments that cross-organizational lines as needed.</p>
	<p>Research and draft complex proposals, reports, briefings, and executive summaries for the Director of Summer Sessions. Establish and maintain contacts internally and with external constituents for the collection and exchange of summer-related data.</p>
<p>Management of real-time data related to Summer Sessions course registration and enrollments, and analysis to ensure good stewardship of resources.</p>	
<p>20% COMMUNICATIONS AND MARKETING Coordinate the development and execution of the strategic marketing plan for UC Davis' Summer Sessions program, and with planned marketing</p>	

activities at on and off campus events.

Collaborate with campus partners and design and web developers to update Summer Sessions web presence and marketing materials. Generate and manage project planning documents and social media editorial calendar. Develop assessment mechanism to determine effectiveness of advertising and marketing strategies.

Oversee student workers assigned to assist in the development of marketing campaigns and communications processes to enhance customer service.

15% ADMINISTRATIVE AND FINANCIAL OVERSIGHT

Oversee day-to-day operations and manage daily business affairs for the Office of Summer Sessions. Serve as a resource for the office on account and spending related needs. Lead in the development of efficient and effective systems for managing information, projects and communications to ensure accurate and timely responses. Recruit, train, and direct student staff.

Maintain budget control records, monitor and analyze financial resources. Review financial accounts for conformity with University policies and procedures. Manage financial activities including purchasing, travel, ledger review, daily financial transactions and fiscal close. Analyze budgetary trends and expenditures then prepare financial reports and projections for management. Provide expertise in the application and use of systems related to travel and entertainment issues and processing for the AggieTravel System, Quali Financial System and FIS Decision Support. Develop and analyze annual budget in collaboration with Director.

5% SPECIAL ASSIGNMENTS

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

Sit for extended periods at a computer workstation, 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 during evenings, weekends and holidays to meet operational needs.

Restricted vacation during peak workload periods

Employee is personally responsible for following health and safety guidelines/instructions.

Work Environment:

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.

<p>Background Check Required:</p> <p>This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation</p>	<p>Yes</p>
<p>including criminal history and identity checks.</p> <p>QUALIFICATIONS</p> <p>Minimum Qualifications:</p>	<p>Experience extracting data from multiple computerized systems, analyzing/reconciling data and preparing simple to complex reports for managing budgets, developing financial projections (long and short term), performing budgetary planning, and developing and monitoring budgetary processes.</p> <p>Experience with data collection, analyzing complex data, and creating dynamic reports.</p> <p>Experience monitoring compliance with guidelines, policies and procedures.</p> <p>Experience with social media platforms like Facebook, Instagram, Snapchat, and Twitter.</p> <p>Interpersonal and communication skills to effectively and professionally communicate in person, in writing and on the telephone; and to work effectively and collaboratively with faculty, administrators, staff and students.</p> <p>Writing, editing and proofreading skills using correct grammar, spelling and punctuation to draft informational materials for clear, concise dissemination.</p> <p>Experience establishing goals and priorities, coordinating large volumes of work, managing the details and competing demands of multiple complex projects.</p>

Preferred Qualifications:	<p>Knowledge of Summer Sessions and similar programmatic offerings.</p> <p>Knowledge of department, university procedures, policies and resources including academic and graduate student personnel.</p> <p>Experience with data management and analysis, particularly in efforts to make policy recommendations.</p> <p>Knowledge and experience writing, editing, proofreading, preparing, and producing content for the web and various types of professional correspondence.</p> <p>Experience with website design, content management, writing html and website maintenance.</p> <p>Professional skills to handle sensitive or difficult situations diplomatically.</p> <p>Knowledge of UC Davis campus and resources.</p> <p>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.</p>
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SIGNATURES

Supervisor

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

Date

Department Head

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

Date

Employee

have read this position description and understand its contents.

Date