**GRADUATE ACADEMIC ADVISOR**

**Job Summary:**

This position is only available to current UCI employees.

In support of the Program in Public Health, and under the general supervision of the Director of Student Affairs, incumbent provides academic advising to prospective and current graduate students for the Master of Public Health (MPH) and Doctor of Philosophy (PhD) programs. Responsible for the graduate roster and application systems for the entire Program in Public Health, Graduate Program. Applies University policies and procedures pertaining to graduate applications, enrollment, matriculation, and graduation. Utilizes counseling skills to assess student needs especially for certain student populations (i.e. International, Diversity, Disability, etc.). Works on survey efforts regarding graduate student issues, as directed. Engages in research and analysis of graduate issues as needed. Participates in all aspects of graduate student program administration. Manages various fellowship opportunities. Provides back up support on campus enrollment management systems. Works with the Course Coordinator with quarterly Schedule of Classes, Course Action Forms (CAFs) and Electronic Course Action Forms (ECAFs) and evaluations. Supports the Academic Affairs Manager with accreditation activities.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

Salary: $25.96 - $29.29
Work Schedule: 8-5, M-F
Career Position.
Final candidate subject to background check.
As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

Please apply at:

[http://www.hr.uci.edu/employment/](http://www.hr.uci.edu/employment/)

**Search for Job#: 2015-0823**

Job Description:

Job Essential Function 1
Percent of Time: 40%
ACADEMIC ADVISING
Advises prospective and current Public Health graduate students on admissions, and academic degree requirements, in-person, by phone, and through email.
Applies Public Health graduate admissions policies, procedures and timelines for prospective students. Reviews and assesses academic backgrounds for eligibility to graduate programs. Tracks graduate student applications, and prepares periodic reports for the Director of Student Affairs, Assistant Chair, Graduate Director, and Department Chair. Reviews and evaluates transcripts. Recommends solutions for student deficiencies.
Partners with UCI International Center to apply UCI policies and procedures regarding international student visas. Advises incoming international students of SEVIS regulations and documentation necessary for Federal compliance, as directed by the UCI International Center.
Advises current graduate students regarding degree and completion requirements. Counsels students on required academic course load, individual progress toward degree, and Public Health graduate student policies and procedures.
Identifies students obstacles to academic goals and progress, makes notifications and referrals to appropriate campus and community resources (Counseling Center, ESL program, GSHIP Office, International Center, Ombudsman, etc.) as appropriate.
Apprises students of relevant campus updates, e.g., regarding issues involving enrollment, grades, SEVIS, and Graduate Division petitions.
Participates in the annual review of each graduate student. Researches and reviews student academic records and makes recommendations to the Graduate Director and the Director of Student Affairs, in consultation with Public Health faculty advisors.
Counsels probationary students on methods to correct their status. Determines when probationary status is warranted. Discuss alternatives and make recommendations. Notifies students of their status and follow-up with each individual student on their progress towards degree. Informs the Graduate Director and the Director of Student Affairs as necessary.
Conducts exit interviews of graduating students.

Job Essential Function 2
Percent of Time: 30%

PROGRAM ADMINISTRATION
Manages database issues related to the downloads of Public Health graduate applications and rosters from SOPHAS and/or DAVAD/GATS. Responsible for partnering with program-wide stakeholders to develop, implement, and assess procedures to assure proper transfer of all application documents.
Assembles and evaluates graduate applicants files for review by relevant Public Health Graduate Admissions Committees. Review applicants files and assess
academic backgrounds for admissions eligibility. Work with the Graduate Director in the development of pre-screening/scoring models and the implementation of these models for applicant assessment. Recommend solutions or alternate programs to address applicants deficiencies. Processes admission and denial decisions.

Coordinates and facilitates the management of various fellowship programs related to the Program in Public Health’s graduate degree programs (e.g. Department Fellows, TA Fellows, GAANS, External Relations Fellows, Graduate Division Fellows, etc.). Works with Graduate Director in the appropriation of these awards.

Responsible for the planning, coordinating, and conducting of Public Health graduate student events. This is to include admissions yield activities, orientation, graduate student forums, and research colloquia. Coordination of the nomination process for professional student and graduate practicum site honors and plan appropriate portion of annual honors ceremony. Collaborates with other campus units as a resource for coordination of campus-sponsored events.

Executes and coordinates the implementation of the practicum program for professional students. Review applications of new practicum sites and evaluate the fit of the site’s mission with the Program’s objectives. System development and direction of practicum enrollment and evaluation. Analyze and prepare affiliation agreements with sites and liaise with UCI Risk Management on pending agreements. Reports and consults with the Director of Student Affairs on issues with the graduate practicum program.

Planning and implementation of the comprehensive examination for professional students. This is to include the logistics, organization of test material, analysis of student performance, and coordination of test questions revision process with faculty. Prepares routine memoranda on miscellaneous graduate student issues for campus departments, faculty and academic units. Special assignments and projects related to Public Health Student Affairs may be assigned.

Job Essential Function 3
Percent of Time: 20%

**INSTRUCTIONAL SUPPORT MANAGEMENT**

Responsible for the forecasting the Programs Yearly Teaching Plan. Works with the Director of Student Affairs in tracking proposals for new and revised degree requirements and courses. Reviews course action forms (CAFs) for new course proposals, and supports the Course Coordinator in entering the electronic course action forms (E-CAFs) for approved course changes, deletions, and other actions. Ensures that all approved graduate curriculum changes are completed in a timely manner and are accurately reflected in the catalog tear sheets and galleys, and the Registrar’s Prerequisite Checking System.

Works with the Course Coordinator to provide the list of guaranteed TAs for course scheduling purposes and to advice on any needed graduate course TA assignments.
Serves as a reviewer of quarterly and annual course offerings. Provides backup in managing the process of building the Schedule of Classes, and ensures that prerequisite, co-requisite and required major courses are scheduled with minimal student schedule conflicts.

Serves as backup of the quarterly on-line instructor and TA course evaluation process. Works with the Graduate Director in the reviewing and editing of course schedule data for the course reporting system (CRS) administered by the UCI Office of Institutional Research.

Job Essential Function 4
Percent of Time: 10%

ACCREDITATION ACTIVITIES AND SUPPORT
Facilitates the collection, analysis, and storage of data requests for CSE accreditation reviews. Attend national and regional meetings to make recommendations to increase SOPHAS functionality. Represent the unit in ASPPH Councils where appropriate. Integrate SOPHAS data and admissions practices with campus and departmental admissions processes.

SKILLS, KNOWLEDGE AND ABILITIES:
Required:
5 to 7 years of relevant work experience with a BA/BS or equivalent experience.

Demonstrated skills necessary for advising graduate students in an academic setting. Ability to explain and implement University policies and procedures relevant to campus student affairs programs and procedures. Knowledge of University, State, and National Policies governing Student Records, including student's right of privacy and disclosure of information (FERPA). Strong interpersonal skills to work effectively and diplomatically with a broad range of individuals, including students, faculty, staff administrators, and the general public. Ability and experience in working effectively as a member of a team. Demonstrated experience in dealing with sensitive and confidential student issues and proven ability to maintain the confidentiality of such information while enacting appropriate solutions.

Ability to create and implement a strategic marketing and recruitment plan to achieve the goals and objectives of department in the areas of diversity and yield.

Demonstrated organizational, analytical, planning, and oral/written communication skills.

Skills to think strategically to develop and implement effective policies and procedures, make recommendations as needed or as appropriate; ability to effectively balance day-to-day operations with long-term goals. Flexibility to work evenings and weekends for special events. Demonstrated working knowledge of MS Office, Adobe Acrobat, and Publisher applications. Ability to work effectively under conditions of fluctuating workload, frequent interruptions, conflicting deadlines and time constraints. Ability to develop and present workshops and seminars.
Effective oral, written and interpersonal communication skills.

Desired:

Master’s degree in Higher Education Administration, Counseling, or in a related/equivalent field with 3-5 years of experience working in an academic environment. Working knowledge of University Registrar Systems including WebAdmin, DegreeWorks, EEE, ESOC, WebRoster, WebGrades, etc.

Detailed knowledge of UC and UCI policies, UCI Catalogue, Academic Senate Rules and Regulations, FERPA, and SEVIS policies and procedures and Public Health and UCI admission requirements. Working knowledge of degree requirements for the Program in Public Health. Knowledge of other campus departments, their services and functions sufficient to contact them to obtain information.

Ability to calculate cumulative grade point averages from multiple colleges and universities.

In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.