UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
Graduate Studies Administrative Analyst
$41,568 - $58,164 (Minimum to Midpoint of the Salary Range)
Job Number: 20100316
Close Date: 11-5-10

Job Summary:

The Graduate Studies Unit in the Office of Research and Graduate Studies provides leadership, strategic planning, development and support for graduate studies initiatives, projects and ongoing efforts on behalf of the Office of the President. The Graduate Studies Unit supports the President, Provost and Vice President in efforts to inform and lead a national and international graduate studies agenda.

Under supervision of the Director, the Graduate Studies Administrative Analyst provides critical communication resources, coordination and administrative support for graduate studies initiatives and projects. Provides analytical and administrative support to the Director. Develops and maintains unit website projects and updates. Maintain all appropriate Graduate Studies listservers, key contact information for academic graduate and professional school communities and communication software resources. Actively pursues electronic and software resources and solutions to enhance unit work capabilities, information sharing and collaborative work projects within and outside of OP. Analyst provides analytical, administrative and policy support for presentations, reports, meetings and background materials. The position has broad exposure to graduate education issues, research, policy and procedural matters and data tracking, coordination and distribution related to key graduate academic and professional school preparation efforts and other initiatives.

Job Requirements:

B.A./B.S. in education, communications, technology or related field, and two to three years experience working within an academic/research institution or an equivalent combination of education and experience. Excellent analytical skills (qualitative and quantitative) as demonstrated by the ability to identify and analyze relevant issues, assess the implications of proposed approaches, and make sound recommendations. Proven ability to review and summarize research findings, interpret data, and effectively display data.

Substantial experience creating communications and presentations. Experience creating and managing websites with knowledge of HTML. Demonstrated skill composing correspondence and other documents, as well as creating presentations, reports, charts, graphs and forms. Experience providing administrative support such as calendar management and travel arrangements. Excellent organizational skills and great attention to detail. Proven experience working in a political, fast-paced environment and across organizational lines in a collaborative and consultative manner.
Demonstrated computer literacy and proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, Access, Outlook) the Internet, email and web search applications. Proficiency or ability to quickly develop proficiency around information sharing and collaboration resources in an effort to improve communication capabilities throughout campuses and system wide office (perhaps utilizing software such as SharePoint). Excellent interpersonal skills and diplomacy to effectively work and confer with individuals at all levels, both inside and outside the university on a regular and sometimes confidential basis.

Strong verbal skills to articulate ideas, thoughts, and information in a logical manner. Active listening skills to ensure that important points are noted and clearly communicated. Demonstrated initiative to respond proactively, and in a timely and professional manner, to questions or informational requests from diverse individuals internal and external to UC.

Demonstrated outstanding writing ability. Must be able to draft effective communication in various styles for a myriad of purposes. Demonstrated ability to exercise a high degree of discretion in working with sensitive information and/or data of major importance. Incumbent must exercise independent judgment and have the ability to work very well independently as well as part of a team. Administrative Analyst carries significant programmatic responsibility.

For a complete job description or to apply for this position, please visit: jobs.ucop.edu/applicants/Central?quickFind=53851
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